



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, June 9, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves.

Remote participation by Council Members and the public is allowed and encouraged.

Conference Call Number: 414-662-3639

Conference Code Number: 656-724-340#

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Tim Lawther, Sauk County Health Officer, Nick Defiel, Amanda Sabol*

1. CALL TO ORDER

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

3. APPROVAL OF PREVIOUS MINUTES (Roll Call): May 26, 2020

4. APPROVAL OF AGENDA (Roll Call)

5. COMPLIANCE WITH OPEN MEETING LAW NOTED

6. PRESENTATIONS

- Update from Sauk County Health Department.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

7. PUBLIC HEARINGS

8. PUBLIC INVITED TO SPEAK (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

9. MAYOR'S BUSINESS – The Mayor would like to congratulate and thank the following police officers on their anniversaries with the City of Baraboo

- Nick Defiel, Patrol Officer, 20 years
- Amanda Sabol, School Resource Officer, 10 years
- Alderpersons and Department Heads are requested to complete and submit their goal setting form. Due date is today. Input is needed so that the goal setting discussion meeting can be scheduled for later in June.

10. CONSENT AGENDA (Roll Call)

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

11. **NEW BUSINESS – RESOLUTIONS** *(Roll Call)*

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NBR-1...Request to approve Kennie Downing's request for excessive household animals (three dogs).

NBR-2...Consider creating TID 10 as an overlay of TID 8.

NBR-3...Consider resuming in-person Council Meetings in the Council Chambers effective with the June 23, 2020 Council Meeting utilizing social distancing practices.

NBR-4...Consider authorizing agreement with Patek Hospitality Consultants, Inc., in the amount of \$8,000 for a Hotel Study.

NBR-5...Consider the 2019 Compliance Maintenance Annual Report (CMAR).

NBR-6...Consider amending the agreement with US Cellular for equipment on Hwy A water tower.

NBR-7...Consider approving the reallocation of 2020 budgeted swimming pool operational expenses for the purpose of capital improvements to the swimming pool facility.

12. **NEW BUSINESS – ORDINANCES.**

13. **COMMITTEE OF THE WHOLE.** Note: If Council wants to take action in Committee of the Whole: Motion by _____, second by _____, to suspend Council Rule §2.04(15) of the City Code, as allowed by §2.04(20) of the City Code, to allow action to be taken within Committee of the Whole. *(Roll Call)*

Moved by _____, seconded by _____, to enter Committee of the Whole to review and discuss items related to the Baraboo District Ambulance Service (BDAS): *(Roll Call)*

Items for Review/Discussion in Committee of the Whole:

- a. Fire Chief Kevin Stieve & Finance Director Cynthia Haggard will present a Fire/EMS feasibility study.
- b. Review proposal from Ryan Brothers Ambulance, Inc., to provide 911/EMS services to City of Baraboo.
- c. Consider authorizing staff to engage in conversations or negotiations with BDAS about sharing space in the Fire Station (old City Hall).

Possible Closed Session

Moved by _____, seconded by _____, to go into Closed Session. If there is a majority vote to go into Closed Session, the Mayor will announce that the Council will go into Closed Session according to §19.85(1)(e), Wis. Stats., for the purposes of deliberating or negotiating the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: *(Roll Call)*

- a. Deliberate the City's investment of public funds in and contractual agreement with BDAS as it relates to the Fire/EMS feasibility study; AND/OR
- b. Deliberate the City's investment of public funds in and contractual agreement with BDAS as it relates to the proposal from Ryan Brothers; AND/OR
- c. Deliberate possible contractual terms for allowing BDAS to share space in the Fire Station.

Open Session

Moved by _____, seconded by _____, to return to Open Session. The Mayor announces that the Council will return to Open Session as per §19.85(2), Wis. Stats., to address any business that may be the result of discussions conducted in Closed Session. *(Roll Call)*

Moved by _____, seconded by _____, to rise and report from Committee of the Whole and return to regular session. *(Roll Call)*

14. **ADMINISTRATOR AND COUNCIL COMMENTS** *(If a description of a comment is not the agenda, per open meeting laws comments will be limited to recognition of City residents and employees, memorials, and non-political community events.)*

- Update on Small Business and Non-Profit Loan Programs
- Status of Park & Recreation Facilities and Programs
- League of Wisconsin Municipalities “Local Government 101” training is being offered as a webinar this year the next webinar session is June 26. The in-person workshop has been postponed to September 11. Alderpersons are encouraged to attend the webinar or in-person workshop, and the cost has been budgeted by the City. Please speak to Adm. Downing if you would like to attend.

15. **REPORTS, PETITIONS, AND CORRESPONDENCE** The City acknowledges receipt and distribution of the following:

- **Reports:** May, 2020 – Building Inspection, Airport
- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....5-26-2020	BID Promotions.....2-21-2020
Plan.....5-19-2020	Administrative.....6-1-2020

Copies of these meeting minutes are on file in the Clerk's office:

Park & Recreation.....5-4-2020	Public Arts.....2-27-2020, 5-28-2020
CDA.....4-20-2020, 5-5-2020	Library.....2-4-2020, 2-18-2020 3-3-2020, 4-20-2020 4-21-2020

- **Petitions and Correspondence Being Referred:** None.

16. **ADJOURNMENT** *(Voice Vote)*

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	*Administrative	*CDA	*Board of Review			
7	8	9	10	11	12	13
	*Park & Rec	*Finance *Council				
14		16	17	18	19	20
	*SCDC *PFC	*Plan *Library	*BID	*UW Campus		
21	22	23	24	25	26	27
	*Public Safety	*Finance *Council	*Ambulance	*Public Arts *Emergency Mgmt		
28		30	1	2	3	4
					Independence Day (observed) Offices CLOSED	Independence Day

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, May 26, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, K. Stieve, M. Hardy, P. Cannon, Jessie Phalen, Sauk County Health Dept, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the minutes of May 12, 2020 & May 19, 2020—9 ayes

Moved by Petty, seconded by Kolb and carried to approve the agenda-9 ayes

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Update from Sauk County Health Department
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations

PUBLIC HEARINGS – None.

PUBLIC INVITED TO SPEAK

Ruth Getsinger, 509 Effinger Road, Baraboo. In the absence of any state supported plan, Ruth feels the Sauk County Public Health Department has really stepped up and done an admiral job in posting guidelines for our community. She especially likes the analogy of the three-legged stool; the strength of the stool depends on the strength of each of its legs. The legs are currently represented by the responsibilities of the public, the businesses, and the Sauk County Public Health Dept. She hopes that the Mayor & Council will find innovative and encouraging ways to reach out to our community in an attempt to stress the importance of following the guidelines of the CDC and our own Sauk County Public Health Dept. as we attempt to mitigate the effects of this virus.

MAYOR'S BUSINESS

- The Mayor read the 2020 National Senior Health & Fitness Day Proclamation

CONSENT AGENDA

Resolution No. 20-33

THAT the Accounts Payable, in the amount of \$373,159.36 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Sloan and carried that the Consent Agenda be approved-9 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-34

THAT the Sauk Prairie High School be permitted to use 2 softball fields at Pierce Park during their 9-game 2021 home softball season for a one-time payment of \$200 to cover anticipated expenses to the City.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 20-34** be approved-9 ayes.

Resolution No. 20-35

RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF BARABOO, SAUK COUNTY, WISCONSIN:

WHEREAS, the reconstruction of Draper Street between 8th Avenue and Madison Avenue is scheduled for 2020-2021; and

WHEREAS, the Wisconsin Department of Transportation and the City of Baraboo will share the cost of this project pursuant to the term and conditions of the attached Agreement;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Baraboo approves the State Municipal Project Agreement for a Local Roads Improvement Project dated May 14, 2020.

BE IT FURTHER RESOLVED, that the City Council of the City of Baraboo authorizes the Mayor and City Clerk to execute the State Municipal Project Agreement on behalf of the Council.

Moved by Sloan, seconded by Kent and carried that **Resolution No. 20-35** be approved-9 ayes.

Resolution No. 20-36

That the City's Official Fee Schedule be amended to include a fee of \$5.00 for UBS Drives that are provided by the City.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 20-36** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing reminded the business community here in Baraboo that the Small Business Loan Program is still available. 20 applications have been received from for-profit businesses; we have distributed \$63,000 in total loan funds. A payment scheduled for Friday will bring this total up to \$68,000. For Non-Profit, we have received 2 applications and have paid out a total of \$5,000.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** April, 2020 – Fire Department
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

May 12, 2020

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, Dawn Gunderson-Schiel

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of April 28, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$775,912.20**. Motion carried unanimously.
- b) **Emergency Assistance Fund – Non-Profit Organization Loan Program Guidelines** – P. Cannon explained that this program is being offered as was requested at the last Council meeting. This program is designed with regulations so that the non-profit is not just a service organization, for example the Al Ringling Theatre. Ald. Petty noted that the program requirements are similar to the requirements for a 501(c)(3). Ald. Sloan confirmed that we are using the same \$250,000 to fund these loans. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Finance Department:**
- o Dawn Gunderson-Schiel presented a report on the issuance of new bonds, 2020
 - o C. Haggard presented the potential financial shortfalls due to COVID-19.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:35pm.

Baraboo BID Meeting Minutes**5/20/20****Remote Meeting**

Participating:

Members: Sloan, T., Sloan, S., Marklein, Wickus, Fay, Brunner, McDaniel, Stelling
 Others: None
 Absent: Yount

President Fay called the meeting to order at 5:32 p.m.

Approval of April 2020 minutes: Wickus/Sloan

Adoption of Agenda: Sloan, S./Brunner

President: Hoping to meet in person next meeting

Secretary: None

Treasurer: None

Appearances: Someone hired to do planters through spring 2021; Will need to find someone to do hanging baskets after this year if current contractor not willing to do so for increased compensation

Business Development: Has not met; Lacey Steffes sent ideas

Finance: None

Parking: Weed removal will begin this week

Promotions: New banner; Farmer's Market is requiring consumers to wear masks to prevent cross-contamination and taking other safety measures; Wickus will contact City Attorney to discuss legality of mask requirement

Old Business

None

New Business

1. Approval of vouchers:

a.	Minuteman Press	\$30.38
	Farmer's Market Posters	
b.	Capital Newspapers	\$1,200 (Devil's Lake Directory)
		\$335 (Newsletter)
		\$525 (Devil's Lake Map)
c.	City of Baraboo Admin.	\$132.77
d.	Baker Tilly Audit	\$1,600
	Total=	\$3,823.15

Approved: Sloan, S./Wickus
2. Pandemic Support
 General discussion of whether BID should be doing anything to help businesses in BID district. Business Development will meet to address. Appearances has some extra funds in budget.
3. Election of Officers
 President: Sarah Fay
 Vice President: Todd Wickus
 Secretary: Nicole Marklein
 Treasurer: Bekah Stelling

Approved: Sloan, T./McDaniel

Motion to adjourn 6:08 p.m. by Stelling/McDaniel

Administrative Committee

May 12, 2020

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow

Absent: None

Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.

Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of April 6, 2020, seconded by Ellington and carried by Ellington & Kierzek, Thurow abstained.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

Review and recommendation to the Council – Application for Keeping Chickens for Erik Poff @ 529 Quarry Street.

Chief Schauf mentioned this application had been checked by his Community Service Officer; the residence is in compliance. The City received a letter of correspondence included in the packet requesting a consideration for denial.

Zeman added that with a comparison of the letter to the Ordinance, the concerns raised are not within the Ordinance as reasons to deny an application.

Kierzek was concerned that the chicken coop may be closer to the neighbor's house than owner's house, referring to the Ordinance as one of the violations. Thurow and Ellington were familiar with the home and assured that the chicken coop was closer to the owner's house than the neighbor's house.

Motion to recommend to approve and move on to Council the application for keeping chickens for Erik Poff & 529 Quarry Street by Thurow, seconded by Kierzek and unanimously carried.

Member comments

- City staff was unanimously given permission to create a new Chapter in the City's Codebook specifically for animals and presenting it to a future Administrative Committee meeting to recommend and move on to Council at that time.
- City staff was given permission to amend Chapter 26 and Chapter 28 of the Code and move them to Chapter 1, where they will refer to bylaws.
- The next meeting will be Monday, June 1, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Ellington, seconded by Thurow and unanimously carried. Meeting adjourned at 8:19AM CST.

Copies of these meeting minutes are on file in the Clerk's office:

Airport.....05-08-2020	UW Campus.....04-16-2020
PFC.....04-20-2020	CDA.....03-30-2020
Ambulance Comm.....04-08-2020, 04-21-2020, 05-05-2020	

Petitions & Correspondence Being Referred: None.

ADJOURNMENT

Moved by Ellington, seconded by Petty, and carried that the meeting adjourn at 7:28pm-9 ayes

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2020 -

Dated: June 9, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) <input type="checkbox"/> Not Required <input type="checkbox"/> Budgeted Expenditure <input type="checkbox"/> Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent

Approved by Mayor: _____

Motion:

Second:

Certified by City Clerk: _____

NBR - 1

RESOLUTION NO. 2020 -

Dated: June 9, 2020

The City of Baraboo, Wisconsin

Background The City of Baraboo allows a maximum of two dogs per household. Additional dogs are allowed only if the Common Council grants a special exemption that is based on “either a change in household circumstances or a need for an additional animal due to a disability in the household.” §12.13(14)(b), Baraboo Municipal Code.

Kennie Downing of 440 16th Street is requesting the Common Council grant her a special exemption to be able to keep three dogs in her residence. According to Kennie, she had these dogs prior to moving into the City of Baraboo. The Administrative Committee reviewed this request and unanimously recommended the Common Council grant a special exemption allowing three dogs in the residence of Kennie Downing.

Note: (✓one) ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Kennie Downing allowing her to keep three dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Kennie Downing to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Offered by: Administrative Committee

Approved: _____

Motion:

Second:

Attest: _____

NBR – 2

RESOLUTION NO. 2020 -

Dated: June 9, 2020

The City of Baraboo, Wisconsin

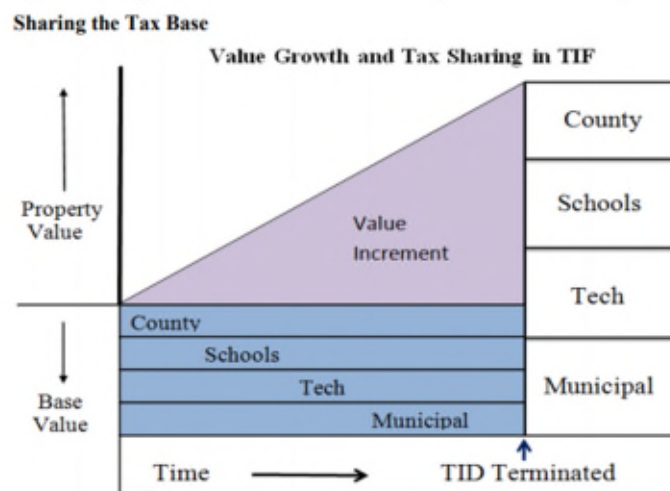
Background: On May 26, 2020, the Finance Committee voted to recommend that the City Council approve an agreement with Ehlers, Inc., to complete a feasibility study for the creation on a new Tax Incremental District (TID) to be known as TID #10 in the City of Baraboo. The agreement will be to study whether the creation of TID #10, to be an overlay district to TID #8, is feasible. TID #8 is currently not performing as well as projected and the overlay district would add additional years for potential TIF assistance in the re-development of the area.

Ehlers, Inc., is a registered Municipal Advisor and provided the City with a written MA Client Disclosure for 2020 TID 10 Creation as required by MSRB Rules.

GENERAL INFORMATION ABOUT TIF/TIDS

(Source: Wisconsin Department of Revenue – information is also attached to the Council packet)

Tax Incremental Finance (TIF) generates tax revenue that can only be used to fund infrastructure investment and other eligible projects that will facilitate private development. Here's the explanation:



When a Tax Incremental District (TID) is created, the current value of all the taxable property within the defined boundaries is established. This value is the "base value" of the TID (the base value in the graph is made up of the four blue stripes along the bottom). The taxes collected on this portion of the property value are shared by the overlying taxing jurisdictions, and once the TID is created this portion of the tax collections is allocated as it always has been. In this example the county, school, technical college and municipality split revenues on the base value. In areas with special taxing districts – like a sanitary district or lake rehabilitation district – this would appear in the graph as one more stripe along with the other four mentioned.

Over the life of the TID, the county, school, technical college and municipality (and special district where applicable) all collect taxes from the property in the TID base. Meanwhile, new construction and investment increase the value of the property. All of the taxes collected on the growth in value of the property (or the "value increment") are turned over to the City as "tax increment" revenue. The City uses this revenue stream only to pay for the improvements that it made to the property in the TID that are in the approved project plan.

At the end of the maximum life period, or as soon as tax increments are collected in excess of total approved project costs, the TID must be terminated. The entire value of the property that was in the TID is returned to the tax rolls of the overlying taxing jurisdictions. In the graph this can be seen in the band along the right side – the wider segments represent that more property value is being subject to taxes. While the TID exists, the tax collections for each overlying jurisdiction are limited to the base value of the TID parcels. After terminating the TID, all of the overlying taxing jurisdictions share in a much larger tax base. This means that rates can be lowered to generate the same amount of revenue for the jurisdiction. Had no development occurred, the base value would have been the only value for each of the jurisdictions to tax, so partnering to facilitate development helps all of the overlying districts get a larger tax base, and spreads the risks of development.

Fiscal Note: (✓ one) [] Not Required [] Budgeted Expenditure [X] Not Budgeted
Comments: The \$15,500 will be an advance from the TIF Incentive Fund (Fund 988) to TID10 Fund. We are creating the TID10 Fund in anticipation of Council approval and the Joint Review Board approval. The TID10 Fund will have the actual expenditure for the \$15,500.

WHEREAS, Tax Increment District 8 (TID #8) is not performing as originally projected; and

WHEREAS, the creation of a new overlay TID, TID #10, would allow a longer expenditure period to assist in the re-development of the area; and

WHEREAS, City staff has completed a basic review of the performance of TID #8 and the anticipated performance of TID #10; and

WHEREAS, City staff recommends the Council contract with Ehler's Inc., as a sole source provider, to conduct the feasibility study because Ehler's Inc., has completed the previous TID studies for the City and is the City's financial advisor.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the City Council authorizes the City Administrator and City Clerk to execute an agreement with Ehlers, Inc., in the amount of \$15,500, for the feasibility study of a TID overlay district to be known as TID #10; and

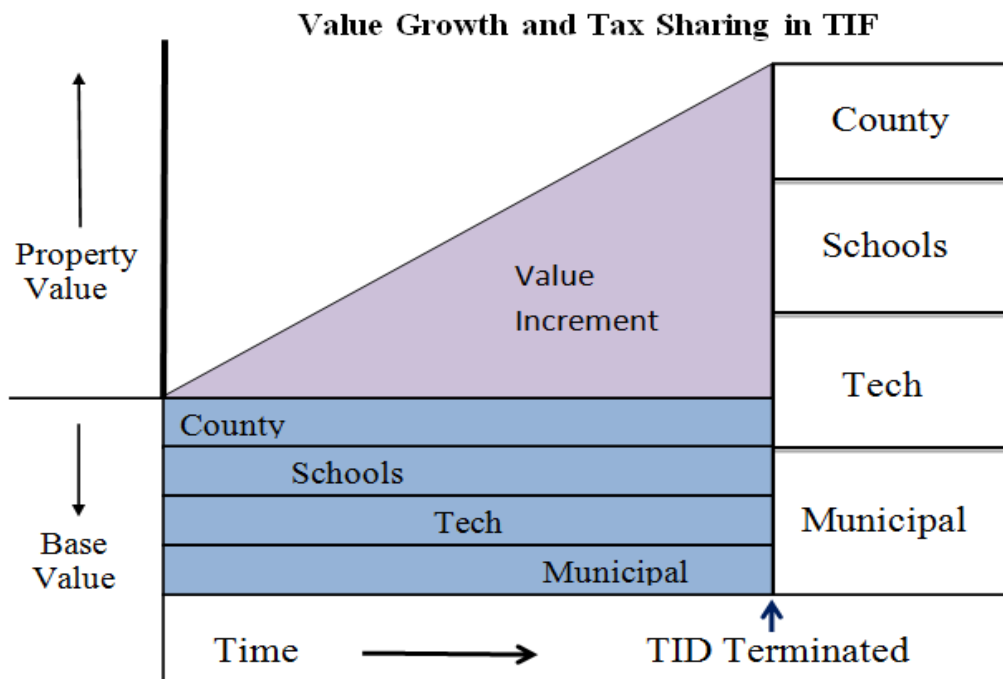
The Council authorizes any required budget transfers to ensure the monies needed for this study be authorized.

Offered by: Finance/Personnel Committee **Approved:** _____
Motion: _____
Second: _____ **Attest:** _____

1.2 How does TIF work?

Tax Incremental Finance (TIF) generates tax revenue that can only be used to fund infrastructure investment and other eligible projects that will facilitate private development. Here's the explanation:

Sharing the Tax Base



When a Tax Incremental District (TID) is created, the current value of all the taxable property within the defined boundaries is established. This value is the "base value" of the TID (the base value in the graph is made up of the four blue stripes along the bottom). The taxes collected on this portion of the property value are shared by the overlying taxing jurisdictions, and once the TID is created this portion of the tax collections is allocated as it always has been. In this example the county, school, technical college and municipality split revenues on the base value. In areas with special taxing districts – like a sanitary district or lake rehabilitation district – this would appear in the graph as one more stripe along with the other four mentioned.

Over the life of the TID, the county, school, technical college and municipality (and special district where applicable) all collect taxes from the property in the TID base. Meanwhile, new construction and investment increase the value of the property. All of the taxes collected on the growth in value of the property (or the "value increment") are turned over to the City as "tax increment" revenue. The City uses this revenue stream only to pay for the improvements that it made to the property in the TID that are in the approved project plan.

Please Note: This discussion of how TIF works is dependent on the "but for" concept, explained fully in [section 5.1](#).

At the end of the maximum life period, or as soon as tax increments are collected in excess of total approved project costs, the TID must be terminated. The entire value of the property that was in the TID is returned to the tax rolls of the overlying taxing jurisdictions. In the graph this can be seen in the band along the right side – the wider segments represent that more property value is being subject to taxes.

Please Note: If the total tax increment revenue exceeds the total project costs, the surplus revenue must be returned to the overlying taxing jurisdictions in proportion to their respective tax levy without TIF.

While the TID exists, the tax collections for each overlying jurisdiction are limited to the base value of the TID parcels. After terminating the TID, all of the overlying taxing jurisdictions share in a much larger tax base. This means that rates can be lowered to generate the same amount of revenue for the jurisdiction. Had no development occurred, the base value would have been the only value for each of the jurisdictions to tax, so partnering to facilitate development helps all of the overlying districts get a larger tax base, and spreads the risks of development.

Calculating the Tax Increment

The Tax Increment Worksheet ([PC 202](#)), calculates the amount of taxes for the TIF fund. The worksheet uses the apportionment of each overlying taxing jurisdiction to determine the share of each district's tax revenues that will be part of the municipality's tax increment. The following is an example of this calculation.

For the purposes of this example, assume that the entire county is made of four municipalities: Alpha, Bravo, Copper and Downer. This means the equalized value of the county is the same as the combined value of the four municipalities. The county levy equals \$1,500,000. Only Alpha has a TID. The values of the municipalities and the TID are as follows:

Municipality	TID IN Equalized Value	Alpha TID #1
Alpha	*\$400,000,000	Base Value
Bravo	\$70,000,000	Current Value
Copper	\$20,000,000	Increment Value
Downer	\$10,000,000	
Total (County)	*\$500,000,000	

*Includes Increment Value

The first step is to calculate what share of the county value each municipality comprises. This is done using "TID OUT" values of the municipalities and the county (these are the equalized values listed above minus any value increment they might include; for example Alpha's TID OUT value is \$370,000,000). Dividing the municipal TID OUT value by the county TID OUT value equals the percent of the county's value that a municipality has (for Alpha, $\$370,000,000 / \$470,000,000 = 79\%$). This percentage is then multiplied by the total county levy to figure out how much of the total each municipality must collect. These are called the "Municipal Apportioned Tax or municipal apportioned levy from the county.

Next, the county apportionment rate on each municipality must be calculated. This is done by dividing the municipal apportioned tax by each municipality's TID OUT equalized value [for Alpha, $(.79 * \$1,500,000) / \$370,000,000 = .0032$, or 3.2 mills]. This mill rate is then multiplied by the TID IN equalized value of each municipality to get the total county taxes each municipality will collect (for Alpha, $.0032 * \$400,000,000 = 1,280,000$). This value will include both the levy due to the county and the county's share of the tax increment that is due to Alpha. Alpha will collect the tax increment and retain that portion of the county levy in the TID #1 account.

NOTE: When a municipality has no TIDs, the TID OUT and TID IN values are the same for that municipality (as was the case for the other three municipalities), so the municipal apportioned levy is the same as the county taxes collected. If there are no TIDs in a county, the county mill rate is lower for everyone, meaning that every taxpayer in the county pays a higher rate when there are TIDs in order to generate the increment that must be paid to the municipality that operates the TID. This cost is shared by all taxpayers in the county because they will all share in the expanded tax base once the TID is closed.

A more complete version of this example calculation is available at the end of the publication titled ["Tax Incremental Finance: An Intergovernmental/Private Partnership"](#).

NBR-3**RESOLUTION NO. 2020 -****Dated: June 9, 2020****The City of Baraboo, Wisconsin**

Background: At the May 19, 2020, Special Meeting of the Common Council, the Council voted to allow remote participation at City meetings by members, staff and the public to occur automatically for 60 days, given the concerns regarding COVID-19. This action was taken by the authority granted to the Council by §1.33(7) of the Baraboo Municipal Code. Because the 60 days are nearing its conclusion, it is requested that the action be rescinded at this time by the Council.

Remote participation will still be available to members of City meetings and City staff pursuant to the provisions of §2.03(M) of the Baraboo Municipal Code, which was adopted by the Council on April 28, 2020.

Fiscal Note: (☒ one) [☒ Not Required] [☐ Budgeted Expenditure] [☒ Not Budgeted]
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Effective June 10, 2020, remote participation at City meetings by members, staff and the public will no longer be permitted except as allowed pursuant to §2.03(M) of the Baraboo Municipal Code.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____

Attest: _____

NBR – 4

RESOLUTION NO. 2020 -

Dated: June 9, 2020

The City of Baraboo, Wisconsin

Background: The City has been approached by a Developer interested in building a Hotel within the City of Baraboo and has expressed interest in one particular site.

In order for the Developer to continue their analysis, they have requested that the City complete a Hotel Feasibility Study (which is a standard practice in the industry). A Hotel Study is quite different than a normal site selection study since a Hotel relies on other businesses to help generate their occupancy.

Proposals for a Hotel Feasibility Study were solicited from three qualified Wisconsin firms with extensive experience completing this type of a study and following is a summary of their respective costs:.

Patek Hospitality Consultants, Inc.	\$8,000.00
Core Distinction Group	\$8,000.00
Hospitality marketers International	\$8,250.00

The timeframe for completion of this study is approximately the same for all submittals – 4 to 6 weeks. After reviewing the Proposals, staff is recommending Patek Hospitality Consulting, Inc. as the vendor.

In approving the 2020 City Budgets, this expenditure was not included in the 2020 budget so a Budget Amendment will be necessary. Half of the expense will be charged to TID7 & the balance to Economic Development within the General Fund.

This matter was reviewed by the Finance Committee at their June 9th meeting and there was a unanimous recommendation to approve a contract with Patek Hospitality Consulting, Inc. for this project.

Fiscal Note: (☒ one) [☐ Not Required] [☐ Budgeted Expenditure] [☒ Not Budgeted]

Comments: \$4,000 of the expense will be charged to TID7 and the remaining \$4,000 will be charged to Economic Development within the General Fund.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the City Administrator and City Clerk are hereby authorized to execute an agreement with the Patek Hospitality Consultants, Inc., in the amount of \$8,000, for a Hotel Study, and

That the funding to pay for the Hotel Study will be charged to TID7, in the amount of \$4,000, and the remaining \$4,000 will be charged to Economic Development within the General Fund, and

That the Council authorizes any required budget transfers to ensure the monies needed from TID7 and the General Fund occur in order to fund the Hotel Study.

Offered by:

Motion:

Second:

Approved: _____

Attest: _____

MEMORANDUM

To: Mayor & City Council

CC: Kennie Downing
Emily Truman
Tom Pinion
Cynthia Haggard

From: Patrick Cannon
Executive Director, CDA

Re: Hotel Study

Date: June 1, 2020

The City has been approached by a Developer interested in a Hotel within the City of Baraboo. They have indicated that they are interested in a certain site.

In order for the Developer to continue their analysis, they have requested that the City complete a Hotel Feasibility Study. A Hotel Study is quite different than a normal site selection study, since this business will rely on other businesses to help generate their occupancy. Therefore, a Hotel Study is usually completed by a third party.

We have received quotes from three firms who are qualified to complete this type of a study. All three firms have many years of experience and are located in Wisconsin. In addition, their timeframe for completion of this study is approximately the same for all submittals. They are looking at 4-6 weeks to complete this.

The quotes were received from:

Patek Hospitality Consultants, Inc.	\$8,000.00
Hospitality marketers International	\$8,250.00
Core Distinction Group	\$8,000.00

After reviewing the proposal and discussing this with the Developer, we have selected Patek Hospitality Consulting, Inc. as the vendor.

In approving the 2020 City Budgets, this expenditure was not included. \$4,000 of this expense is being charged to TIF #7 & the balance (\$4,000) to the General Fund. A Budget Amendment will be required.

Please let me know if you have any questions.

**Proposal for a Proposed Hotel Development
To be located in
Baraboo, Wisconsin**

May 20, 2020

Prepared for:

**Mayor Mike Palm
City of Baraboo, Wisconsin**

Patek Hospitality Consultants, Inc.

**N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445**

Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445

May 20, 2020

Mayor Mike Palm
City of Baraboo
101 South Boulevard
Baraboo, Wisconsin 53913

Dear Mayor Palm:

Based on our discussion today with Julie Brown of GrandStay Hospitality, we are pleased to submit this proposal to conduct a study of potential market demand for a proposed GrandStay Hotel to be located in Baraboo, Wisconsin.

To assist you and other interested parties in evaluating the potential demand for the project and to provide critical planning parameters for you and other interested parties, we have provided the following proposal. This document would identify potential market demand for the subject hotel including a discussion on the market and the proposed site, recommendations on the type of property best suited for the market, a five-year estimate of occupancy and average daily rate, and a statement of estimated annual operating results that could be used to obtain financing, a franchise or management agreement. We intend to conduct a study as detailed below.

APPROACH TO THE STUDY

The study would be concerned with the determination of current and potential future demand for hotel accommodations in the market area; assessment of existing and potential future competitive supply; and the share of the market that could reasonably be attained by the proposed hotel. We would visit Baraboo and meet with you, local officials, and other interested parties to gather information about the community and the potential need for a hotel. We would tour the community and conduct research and analysis. Our approach to such a study would be as follows:

Site Analysis: The following attributes of the proposed site will be evaluated: access, visibility, surrounding area, present use, relationship to demand generators, relationship to area amenities, and advantages/disadvantages of the site.

Area Review: Based on economic data gathered during the fieldwork, it will be determined whether the market area appears to be economically viable to support hotel development. Economic data is assembled using local, city, and county websites, state agency websites, U.S. Census Bureau, U.S. Bureau of Labor Statistics, and other sources deemed relevant.

Primary Research: Primary research would consist of interviews with key demand generators and those persons knowledgeable with the local economic development situation and local hotel market. These interviews could be done in person or by telephone and include, but not be limited to: city officials in economic development and planning, Chamber of Commerce, Convention and Visitors Bureau representatives (or similar such tourism organization), competitive hotels including an inspection of the hotel properties, and potential demand generators.

During our fieldwork, we will discuss with you and local officials the potential demand generators (corporate, leisure, and group) that are located in Baraboo and Sauk County. We would need to call on these demand generators and would ask for the assistance of local officials in this process. We have found that we have more success when we receive contact names and phone numbers from local officials and in many cases, an introduction will be made that our company would be calling on them. We usually ask to speak with the person within the organization that is making hotel reservations. The survey that we would conduct would be to garner information on that company's needs for hotel rooms, rates they are willing to pay, and the type of amenities and facilities they would like to see developed. This task is something that we could discuss further during our fieldwork. The information obtained through this telephone survey would be summarized and presented in our report.

Competitive Market - The present supply of hotel rooms in the market area, the potential additions to supply and the markets served or to be served by those properties will be reviewed. An inspection of the competitive hotels will be conducted during our fieldwork. A competitive property profile and projections of growth in supply will be prepared. Through interviews, file data, and a STR* report, an estimate of market occupancy and average daily rate (ADR) will be provided.

Demand – We will determine the major segments of demand and discuss the growth in demand for each of those segments, based on historical data. Based on our research, we will estimate demand for hotel rooms over a five- to seven-year period.

Recommended Facilities: Recommendations for appropriate facilities will be provided for the proposed hotel, based on our market findings which will best meet demonstrated market demand. These facilities could include: type of hotel (i.e. limited-service, extended-stay, all-suite), number and type of guest rooms, meeting rooms, and other amenities and facilities deemed appropriate such as food and beverage outlets and recreational features. We understand a GrandStay Hotel is being considered and will conduct our analysis with this brand in mind. Should this not be the appropriate brand and concept for Baraboo based on our findings, we will discuss with you alternative branding options.

These recommendations could assist an architect and planner with the basis for a design program for the subject hotel and will provide the basis for our estimate of occupancy and average daily rate as discussed in the next paragraph.

Market Position of the Subject Property (Occupancy and Average Daily Rate): After completing the estimate of the future supply and demand for rooms in the market area, we will estimate the share of the market that the subject property should reasonably be expected to capture, by market segment, for the first five years of operation. Occupancy and average daily rate for the subject hotel for each of those five years will be estimated. This is intended to be representative of potential results that may be achieved assuming efficient and competent management and an effective marketing program. Our analysis will include an evaluation of the future market position of the subject hotel versus the existing competition.

Statement of Estimated Annual Operating Results: Using the market research as a basis, we would prepare a statement of estimated annual operating results that would include occupancy, average daily rate, sales and operating expenses for each of the first five years of operation. This statement would include all revenues and expenses and result in a "bottom line" of Income Before Rent, Depreciation, Interest and Taxes on Income. Since the estimated operating results would be based on estimates and assumptions that are subject to uncertainty and variation, we would not represent them as results that will actually be achieved. The report that includes the statement of estimated annual operating results could be used in obtaining mortgage financing, or in negotiating a lease, franchise or management agreement.

REPORT

The information will be presented in a report for your internal use and guidance to determine whether to proceed with development of this hotel. The report will also be appropriate to share with hotel companies, developers, management companies, and lenders/investors. The report will include a discussion of the market area, the site, the competitive hotel market, recommendations on the type of property best suited for the market, estimates of occupancy and average daily rate for the first five years of operation, and a statement of estimated annual operating results. Two copies of the report will be delivered to you at the completion of the assignment as well as an electronic version of the report. The following section headings will appear in the final report.

- Executive Summary
- Project Concept and Recommendations
- Site Location Analysis
- Market Area Overview
- Hotel Supply and Demand Analysis
- Market Position and Penetration of the Proposed Hotel
- Statement of Estimated Annual Operating Results

LIMITATIONS OF THE STUDY

The report will be subject to the following limitations.

1. The conclusions reached are based upon our present knowledge of the lodging market in the competitive area as of the completion of fieldwork.
2. As in all studies of this type, the estimated operating results are based upon competent and efficient management and assume no significant change in the competitive position of the lodging industry in the immediate area from that set forth in the study.
3. Estimated operating results are also based on an evaluation of the present general economy of the area and do not take into account, or make provision for the effect of any sharp rise or decline in local or general economic conditions which may occur.
4. The estimates of operating results, to the best of our knowledge and belief, reflect our best judgment, based on present circumstances of the expected conditions and the expected course of action for the operation of the hotel. There will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.
5. We do not warrant that our estimates will be attained; they will be developed based upon information obtained during the course of our market research and are intended to reflect the expectations of a typical hotel developer/investor as of the report date.
6. It is understood that the report will be prepared primarily for your internal use and guidance as well as that of developers, hotel companies, and lenders/investors. The report and material submitted may not be used in any prospectus or printed material used in connection with the sale of real estate, securities or participation interests to the public or through advertising, public relations, news, sales, or other media without our prior written consent.
7. The scope of the study would not include the possible impact of zoning or environmental regulations, licensing requirements or other such matters unless they have been brought to our attention and are disclosed in the report.
8. We have no obligation to update the findings regarding changes in market conditions that occur subsequent to the completion of fieldwork.
9. Any drafts or preliminary information communicated to you during the course of the assignment are for internal management use only, and may not be disclosed to any outside third parties without our prior written consent.

10. The Client (City of Baraboo, Wisconsin) has disclosed to Patek Hospitality Consultants, Inc. (PHC) all relevant information, conditions, data, and other information that Client deems relevant to PHC's production of the Report. Unless specifically brought to the attention of PHC, PHC will assume that there are no hidden or unexpected conditions or information that would adversely or otherwise affect the study and analysis leading to the Report. PHC expresses no opinion and gives no advice concerning matters that require legal or specialized expertise, investigation or knowledge such as, without limitation, engineering, tax, accounting, zoning, signage, hazardous substance/waste, wetlands, franchise or other technical or developmental matters. Market studies involve the interpretation of evolving events and the research and review of highly confidential information, the accuracy of which cannot be assured. The risk of unknown or unanticipated events or conditions is an additional variable for which there is no remedy. Client understands these limitations and interprets all research, analysis, and projections accordingly.
11. Our liability with respect to this report is limited to the total fees as set forth herein. Our responsibility is limited to the Client and use of this report by third parties shall be solely at the risk of the Client and/or third parties.
12. Payment of our fees and expenses billed to the city to conduct this assignment are payable within 30 days. Fees and expenses are due and payable regardless of whether or not conclusions reached by PHC coincide with Client's expectations. Fees and expenses are in no way related to conclusions reached or projections provided by PHC.

FEES AND STUDY TIMETABLE

At the beginning of this study, we will plan to meet with you to discuss your plans for the proposed hotel and how to proceed with the project. We will keep you informed of the progress of our work by telephone. If at any time during the course of the study, we form an initial opinion that there is insufficient demand for the project, all work will be stopped at that point and the findings will be discussed with you. If you would like the assignment to be terminated at that time, you will be billed only for the time actually incurred to date at a fee not to exceed \$4,000.

Our fee for this project will be \$8,000 inclusive of out-of-pocket expenses such as travel, hotel, meals, telephone, postage, and report production. A Smith Travel Research (STR) historical trend report is an outside resource that we usually commission to supplement our research and analysis regarding occupancy and average daily rate trends for hotels in a market area. The cost of this report is \$550 and if commissioned, will be billed to you in our final invoice and is **not** included in the fees stated above. Whether a STR report could be ordered for this market area will be discussed during our fieldwork.

*STR is a research company based in Hendersonville, Tennessee that began collecting data in the 1980s and today over 60,000 hotels submit monthly data to the STR program. STR reports are specific to a market and we would include those hotels, which would be determined by the demand interviews, of where demand from Baraboo is currently staying. The report would provide historical performance for a competitive set including occupancy, average daily rate, supply and demand changes, revenue, and weekday versus weekend demand. We believe this would be beneficial for this hotel project to have a better understanding of the competitive hotel market performance. The report presents the information as an aggregate and does not provide individual property data.

Our fees include meetings with city officials that are conducted during our fieldwork. Our fees do not include attending additional meetings requested such as city council, economic development, or similar such meetings to discuss/present our findings and recommendations. Should you require our attendance at such meetings, you would be billed for our time and travel at our regular per diem rate of \$125 per hour.

A retainer of \$4,000 is requested at the start of the assignment. The remaining fees and expenses will be billed at the completion of the assignment and will be payable within 30 days. A draft of the report will be sent to you for your review. If you do not respond to the draft report within 30 days, we may be required to update our findings at an additional fee.

Based on our present scheduling, we could begin the assignment within one to two weeks of receiving your signed proposal and requested retainer. We anticipate discussing our preliminary findings within two weeks from the start of the assignment with a draft report to follow within two to three weeks from our preliminary results, barring unforeseen circumstances. Upon receiving your approval of the draft report, an additional week would be required for printing the final report.

ACCEPTANCE

If this proposal, valid until August 31, 2020, is correct in stating the type of work you are requesting and if the arrangements are satisfactory, please sign a copy of this proposal and return it to us, together with the retainer, as our authorization to schedule the assignment. If you have any questions, please call us at (262) 538-0445. We appreciate the opportunity to submit this proposal and look forward to working with you.

Sincerely,

**Patek Hospitality
Consultants, Inc.**

Patek Hospitality Consultants, Inc.

Digitally signed by Patek Hospitality
Consultants, Inc.
DN: cn=Patek Hospitality Consultants, Inc.,
o, ou, email=patekhc@aol.com, c=US
Date: 2020.05.20 11:47:37 -05'00'

ACCEPTED:

BY: _____

DATE: _____

NBR - 5

RESOLUTION NO. 2020

Dated: June 9, 2020

The City of Baraboo, Wisconsin

Background: The DNR requires that local units of government review and approve an annual report called the Compliance Maintenance Annual Report. This report assesses the need for consideration of, or construction at, wastewater facilities and in collection systems. The scoring system for the report is based on a letter type of grade. We scored eight A and one C. The C was due to a high Molybdenum level in one of the Biosolids samples. It did not exceed the maximum, but did exceed the 80% level. The Molybdenum came from the fly ash that we use to treat the Biosolids. We have sampled three times since then and levels are back to normal.

Again the crew does an outstanding job with operating and maintaining the treatment facility and collection system. We continue to be fiscally responsible and maintain low sewer rates.

Fiscal Note: ☒ *Not Required* ☐ *Budgeted Expenditure* ☐ *Not Budgeted*
Comments

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the 2019 Compliance Maintenance Annual Report for the Water Resource Recovery Facility and collection system be hereby approved.

Offered by: Public Safety Committee

Approved: _____

Motion:

Second:

Attest: _____

Compliance Maintenance Annual Report

26 of 98

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/20/2020 2019

Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	C	2	5	10
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	118
GRADE POINT AVERAGE (GPA) = 3.69				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

The City of Baraboo, Wisconsin

Background: US Cellular has a license agreement with the City in order to place equipment on our Hwy A water tower (2323 East Street). US Cellular has requested an amendment to the agreement in order to replace the existing POD mount system with a new hand rail system, remove old equipment and wiring, and install new equipment and wiring. All structural changes have been reviewed/approved by a third party consulting firm and the firm will conduct on-site inspections during the structural modifications. The amendment will also increase the license fee by \$2,400.00 per year.

The city attorney has reviewed the amendment. The amendment was considered by the Public Safety Committee on June 8, 2020 and received unanimous support.

Fiscal Note: (check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
Comments

A Resolution authorizing the Mayor and City Clerk to enter into the Third Amendment to the License Agreement with US Cellular.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

The Mayor and City Clerk are authorized to enter into the attached Third Amendment to the License Agreement as shown upon the attached form.

Offered by: Public Safety Committee.

Motion:

Second:

Approved: _____

Attest: _____

Site Name: Baraboo NW

Site Number: 785325

THIRD AMENDMENT TO LICENSE AGREEMENT

This Third Amendment to License Agreement (the “Third Amendment”), made this ____ day of _____, 2020, modifies that certain License Agreement dated the 15th of December, 2001, as amended by the First Amendment to License Agreement dated the 25th of March, 2015 and the Second Amendment to License Agreement dated the 1st of August, 2016 (collectively, the “Agreement”) by and between the City of Baraboo (“City”) and United States Cellular Operating Company LLC, a Delaware limited liability company, Attention: Real Estate Lease Administration, 8410 West Bryn Mawr Avenue, Chicago, Illinois, 60631 (“Company”).

WHEREAS, City and Company entered into the Agreement to allow Company to locate telecommunications equipment on the water tower (“Tower”) owned by the City and located at 4329 County Hwy A in the City of Baraboo, and;

WHEREAS, City and Company hereby agree to amend the Agreement to describe changes to Company’s equipment on the Premises, and;

NOW, THEREFORE, in consideration of these presents, the parties hereby agree that the Lease is now modified as follows:

- I. Section 2b, License, is hereby modified to allow the addition of six (6) Remote Radio Units (“RRU”) and two (2) Raycaps to the already agreed upon twelve (12) antennas already located on the Property. For the sake of clarity, following installation of the upgrade contemplated by this Third Amendment, the Company shall have the following equipment on the Tower: Twelve (12) antennas, nine (9) RRU’s and three (3) Raycaps.
- II. Effective upon the first of the following month after the modifications to the Site are complete (“Commencement Date”), the annual License Fee shall be increased by two thousand four hundred (\$2,400.00) dollars per year and pro-rated for any partial year.
- III. Lease Exhibit B-1 is hereby deleted and replaced with the following attached Amendment Exhibit B-2.
- IV. Lease Exhibit C-1 is hereby deleted and replaced with the following attached Amendment Exhibit C-2.
- V. Except as amended herein, all other terms of the Lease remain unchanged and in full force and effect.

[END OF AMENDMENT - SIGNATURE PAGE FOLLOWS]

Site Name: Baraboo NW

Site Number: 785325

IN WITNESS WHEREOF, City and Company have executed this Third Amendment as of the last signature date below.

CITY: City of Baraboo

COMPANY: United States Cellular
Operating Company LLC

By: _____

By: _____

By: _____

Printed: _____

Title: Vice President

Date: _____

Date: _____

[NOTARY PAGE TO FOLLOW]

Site Name: Baraboo NW

Site Number: 785325

STATE OF WISCONSIN)
)
 COUNTY OF SAUK)

I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____ and _____, known to me to be the same persons whose names are subscribed to the foregoing Third Amendment to License Agreement Lease, appeared before me this day in person and severally acknowledged that they signed the said Lease as their free and voluntary act for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 2020.

 Notary Public

My commission expires _____

STATE OF ILLINOIS)
)
 COUNTY OF COOK)

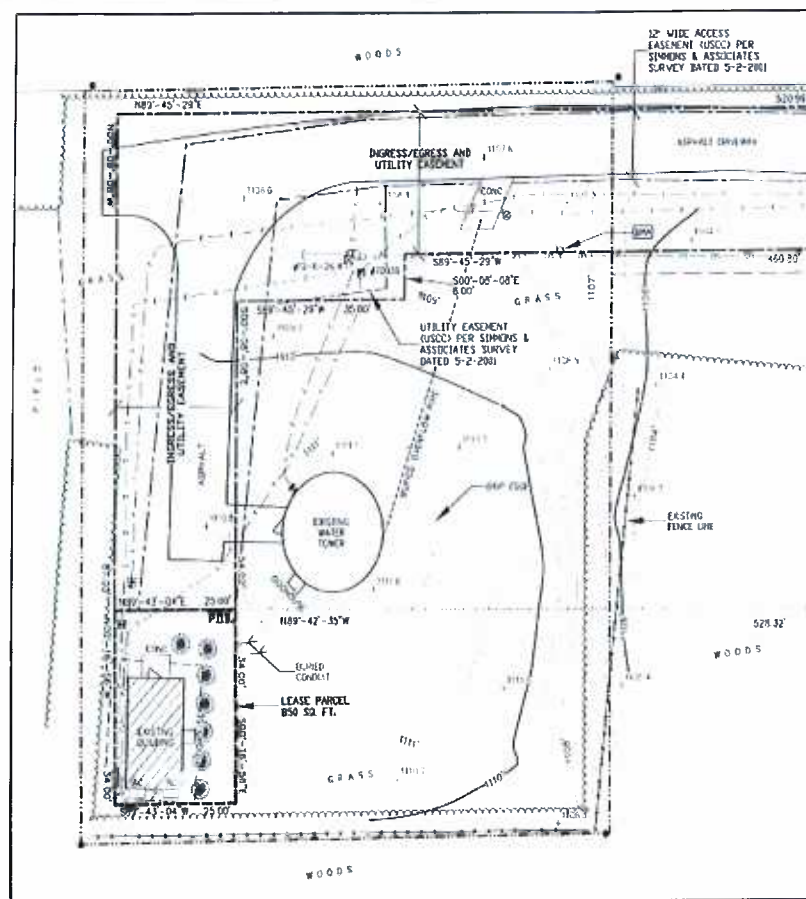
I, the undersigned, a notary public in and for the State and County aforesaid, do hereby certify that _____, Vice President, for United States Cellular Operating Company LLC, known to me to be the same person whose name is subscribed to the foregoing Third Amendment to License Agreement, appeared before me this day in person and acknowledged that, pursuant to his authority, he signed the said Lease as his free and voluntary act on behalf of the named Tenant, for the uses and purposes therein stated.

Given under my hand and seal this ____ day of _____, 2020.

 Notary Public

My commission expires _____

EXHIBIT B-2



SLIDE 4. NOTES

THE LOCATION OF THE EXISTING UTILITIES, AS SHOWN ON THIS PLAN, ARE APPROXIMATE ONLY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ACTUAL LOCATION AND DEPTH OF ALL EXISTING UTILITIES. THE OWNER AND THE SURVEYOR SHALL NOT BE RESPONSIBLE FOR ANY OMISSION OR VARIATION FROM THE LOCATION SHOWN.

-DIVERSION FOLIO NO. 20201401514 & 20201451527

NO TITLE SEARCH FOR PARCEL OWNERSHIP OR EXISTENCE OR NON-EXISTENCE OF RECORDED OR UNRECORDED EASEMENTS HAS BEEN COMPLETED AS PART OF THIS SURVEY.

- THIS IS NOT A BOUNDARY SURVEY OF THE ENTIRE PARCEL. THIS SURVEY REPRESENTS THE LEAS AREA AND EASEMENTS ONLY.

-ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD MAPS, THE EXISTING TELECOMMUNICATIONS SITE IS LOCATED IN COMMUNITY PANEL NO 551200001E AND IS NOT FLOODED. (NO DETERMINATION CAN BE MADE)

WETLAND NOTE
-THE PRESENCE AND LOCATION OF WETLANDS HAS NOT BEEN
DETERMINED ON THIS PROPERTY. WETLANDS SHOULD ONLY BE
DETERMINED BY AGRICULTURAL FIELD DELINEATION PERFORMED BY A
QUALIFIED WETLAND SPECIALIST.

BENCHMARK INFORMATION

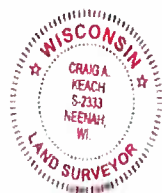
SITE BENCHMARK: (HM 4)
TOP OF OPEN ARROW OF FIRE HYDRANT
ELEVATION 1110.13'

-LEGEND-

- = 1" x 16" IRON PIPE SET
- = 1" IRON PIPE FOUND
- = 6" NAIL SET
- = COUNTY MONUMENT FOUND
- ⊕ = EXISTING POWER POLE
- ⊖ = EXISTING PEDESTAL
- ⊙ = EXISTING METER
- ⊕ = TELEPHONE PEDESTAL
- ⊖ = FIBER OPTIC VAULT
- ⊙ = LIGHT POLE
- ⊕ = WATER VALVE
- ⊖ = FIRE HYDRANT
- = EXISTING GUY ANCHOR
- = DOOR
- ⊕ = OVERHEAD ELECTRIC
- ⊖ = BURIED ELECTRIC
- ⊕ = BURIED TELEPHONE
- ⊖ = BURIED FIBER OPTIC LINE
- = PROPERTY LINE
- ⊕ = EXISTING BUSH
- ⊖ = EXISTING ARBORVITAE TREE
- ⊕ = EXISTING TREE

GRAPHIC SCALE
1 inch = 20 ft

100



CALL DURING THE DAY



20 11.07.2011

BEARINGS REFERENCED TO THE
WISCONSIN STATE PLANE COORDINATE
SYSTEM (NAD83/2011) - SOUTH ZONE
AND THE EAST LINE OF THE S¹/₄ OF
SECTION 29, T.12N., R.9E., WHICH

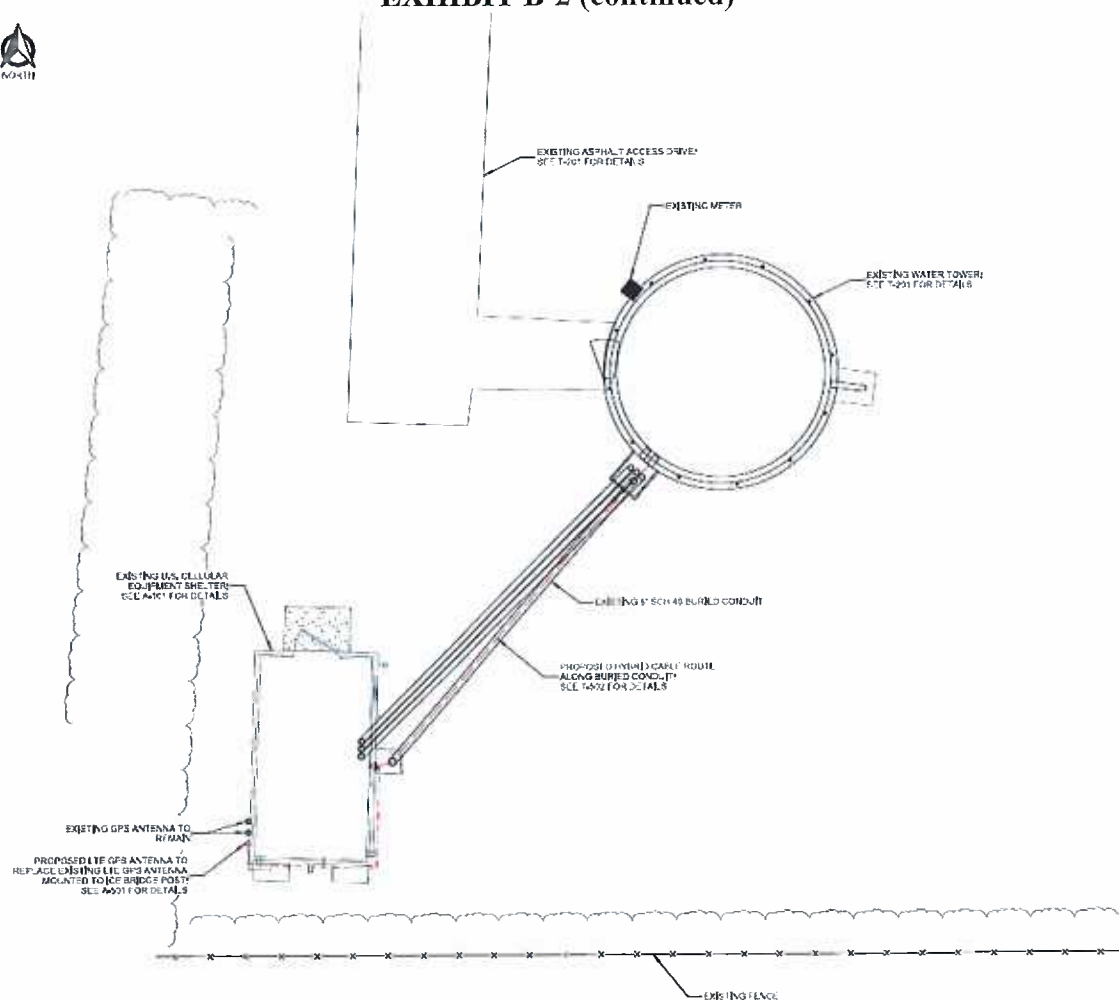
1. *Using A Novel Synthesis and Strategy*
Abstracting is a daily, but less recognized, job of people in the management and research areas of the health care industry and not

Sub 170 154 ch of APRIL 77

Craig A. Kneib

Site Name: Baraboo NW

Site Number: 785325

EXHIBIT B-2 (continued)

NOTES:

1. NORTH ARROW SHOWN AS APPROXIMATE.
2. SITE P-OTOS PROVIDED BY EDC CONSULTING ENGINEERS, INC.
3. NO SURVEY AVAILABLE, SITE LAYOUT BASED ON FIELD MEASUREMENTS, UAS-DRONE PHOTOGRAMMETRY AND SITE P-OTOS.

SCALE: 1" = 10' x 1" = 50'
2" = 20' x 1" = 10'

CITY OF BARABOO REQUIREMENTS:

1. CONTRACTOR TO VERIFY THAT THE NEW AND EXISTING CABLE ROUTES TO LOCATE THE ANTENNAS WILL NOT EXCEED THE EXISTING TOWER LADDER OR JACKS SPACING (5 IN TO THE DOWN) TO LOCATE EXISTING CABLES AS NECESSARY.
2. CABLES SHALL NOT BE ATTACHED TO LADDER CAGE.
3. REMOVE ALL UNUSED COAX CABLES. UNUSED CABLES OR EQUIPMENT SHALL BE SECURED IN ANY OTHER EQUIPMENT MOUNTED ON THE STRUCTURE.

EXISTING TOP OF TOWER
EXISTING PLACED
PER. LOCATE NEW RAILING

U.S. CELLULAR ALPHA SECTOR ANTENNAS
SEE MOH FOR DETAILS

U.S. CELLULAR BETA AND LIL PANE
ANTENNAS TO BE INSTALLED ON NEW RAILING
SEE MOH FOR DETAILS

EXISTING ANTENNAS

PROPOSED CABLE ROUTE
TO LOCATE ANTENNAS
SEE MOH FOR DETAILS

EXISTING ANTENNAS
TO BE REMOVED
SEE MOH FOR DETAILS

PROPOSED CABLE ROUTE TO LOCATE
ANTENNAS
SEE MOH FOR DETAILS

NOTES:

1. CONTRACTOR TO VERIFY THAT THE NEW AND EXISTING CABLE ROUTES TO LOCATE THE ANTENNAS WILL NOT EXCEED THE EXISTING TOWER LADDER OR JACKS SPACING (5 IN TO THE DOWN) TO LOCATE EXISTING CABLES AS NECESSARY.
2. CABLES SHALL NOT BE ATTACHED TO LADDER CAGE.
3. REMOVE ALL UNUSED COAX CABLES. UNUSED CABLES OR EQUIPMENT SHALL BE SECURED IN ANY OTHER EQUIPMENT MOUNTED ON THE STRUCTURE.

SITE ELEVATION
SCALE: 1/4" = 1' - 0" (HORIZONTAL)
1/8" = 1' - 0" (VERTICAL)

EXISTING SITE ELEVATION

U.S. CELLULAR ALPHA SECTOR ANTENNAS

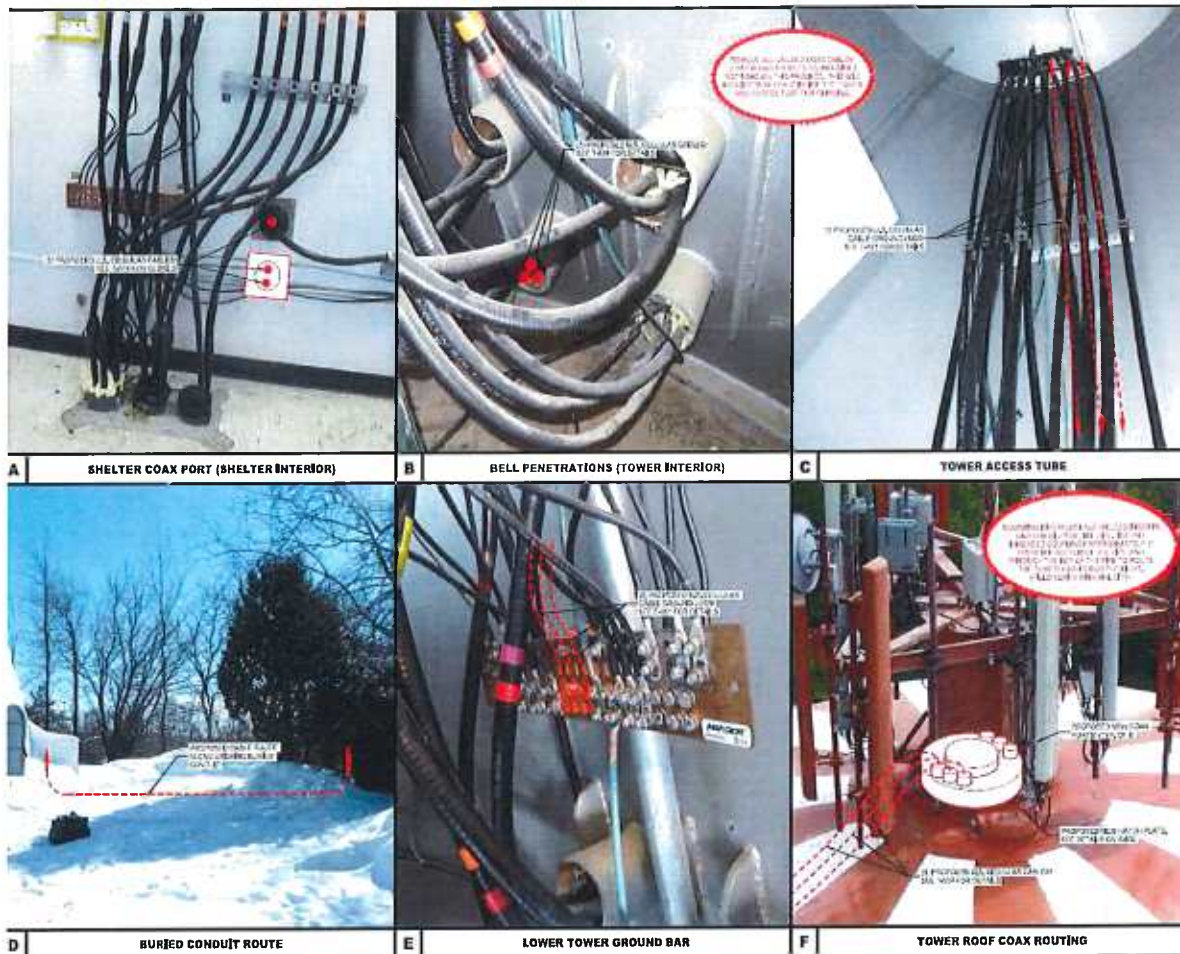
U.S. CELLULAR BETA SECTOR ANTENNAS

U.S. CELLULAR GAMMA SECTOR ANTENNAS

[illegible]

Site Name: Baraboo NW

Site Number: 785325

EXHIBIT B-2 (continued)

Site Name: Baraboo NW

Site Number: 785325

EXHIBIT C-2



BARABOO NW
S. 4329 County Hwy A (East St.)
Baraboo, Wisconsin
STRUCTURAL ANALYSIS REPORT FOR US CELLULAR
Site #785325

May 5, 2020

KOA PROJECT NO.: 192080.08_Revision 1

EDGE CONSULTING NO: 21207

PREPARED BY:

KRECH OJARD & ASSOCIATES, INC.
101 PUTNAM ST.
EAU CLAIRE, WI 54703
715-552-7374

PROFESSIONAL SEAL:

Site Name: Baraboo NW

Site Number: 785325



Site Name: Baraboo NW
Site Number: 785325

The following report is a revision to the previously submitted analysis by Krech Ojard dated December 6, 2019. The previous report had a new HSS handrail design but has since been update to a pipe handrail. In addition, the equipment layout has changed slightly with the addition of shrouds to cover the equipment.

ANTENNA SUPPORT FRAME RESULTS SUMMARY:

US Cellular is proposing to install new antennas and equipment at the Baraboo NW water tower site. The proposed antennas and equipment are listed below and were provided on the Edge Consulting construction documents dated 4/30/2020 (Rev D). The proposed antennas and equipment will be mounted to a new 20'-0" diameter pipe framed handrail at the top of the tank. See Edge Consulting CD's for additional information. The new handrail will be designed to approximately 52% of its structural capacity.

Existing US Cellular Antennas and Equipment to be removed (RAD = 111'-6"):

- (3) Kathrein 800 10766 Antennas
- (3) KW-HB-X-AW-19-65-OTM-RET Antennas
- (1) Raycap
- (3) RRU's 11

Existing US Cellular Antennas and Equipment to remain (RAD = 111'-6"):

- (6) Antel BXA-70063-6CF

Proposed US Cellular Antennas and Equipment (RAD = 111'-6"):

- (6) Amphenol TWIN658LU00G-T Antennas
- (3) RRU8843
- (3) RRU4449
- (2) RUSDC-6267-PF-48 Raycap
- (3) RRU11

Existing Other Carrier Equipment to remain:

Existing Antennas & Equipment to be relocated to new proposed handrail:

- (2) 10' OMNI @ 118'
- (2) 2' diameter dish antennas @ 119'
- (1) 10' OMNI @ 131'
- (1) Beacon

WATER TANK ANALYSIS RESULTS SUMMARY:

The water tower has been analyzed for the original and proposed new antenna loading. The overturning on the tank was checked for 90 MPH, Exposure C as required by the AWWA. The total overturning on the tank, including existing carriers and the proposed, has increased by approximately 18% from the original tank overturning, which was designed for 100 MPH, exposure C.

The anchor bolts are designed to approximately 60% of their steel capacity, when the tank is empty. This includes the original and post installed anchors from the previous installation.

The soil bearing pressure has been analyzed for the original and proposed new antenna loading. The new antenna layout will increase the soil pressure by approximately 8% from the original design, when the tank is empty and full wind load is applied. The International Existing Building Code (IEBC) states; "Any existing lateral load-carrying

Site Name: Baraboo NW

Site Number: 785325

EXHIBIT C-2 (continued)

**WATER TANK ANALYSIS RESULTS SUMMARY - CONTINUED:**

structural element whose demand-capacity ratio with the addition considered is no more than 10 percent greater than its demand-capacity ratio with the addition ignored shall be permitted to remain unaltered." Current soil pressure increase of 8% is less than the 10% allowed per the IEBC.

The steel tank shaft walls were checked for the increase in stresses due to the modifications. With the proposed antennas, equipment, and pipe handrail installed, the steel in the shaft will be designed to approximately 100% of its allowable stress. It is important that the existing POD assembly and frame be removed to avoid adding unnecessary loading to the tank and shaft walls.

The water tower is capable of safely resisting the resultant forces from increased overturning.

ASSUMPTIONS:

- Any reinforcement or modifications are assumed to be fully installed and functional.
- All welds are assumed to have been performed to current welding standards and are assumed to develop their full capacity and to be in good condition. All bolts and bolt-like anchors are assumed to be fully tightened, fastened or bonded to the manufacturers' specifications and are assumed to have full capacity.
- Soil conditions and foundations are not considered unless specified in the analysis and have no deterioration or defects.
- The information provided to Krech Ojard & Associates for analysis is assumed accurate and up to date. This report is considered void if the listed information or assumptions stated herein is inaccurate.
- The tower is assumed to be properly maintained and monitored and this analysis cannot be considered a condition assessment of the tower. No accommodations are taken for damaged, rusted, deteriorated, or otherwise compromised member conditions.

REFERENCED DOCUMENTS:

US Cellular installation drawings dated 9/22/02
 US Cellular Installation drawings dated 6/25/01
 Mapping Notes by Edge Consulting (no date)
 Water Tower Modification design for post installed anchors dated April 25, 2012
 Structural Analysis for US Cellular by Edge Consulting dated September 11, 2014
 Tower inventory by Edge Consulting dated 2/18/2019
 Structural Analysis by Chicago Bridge & Iron dated August 2, 2001
 Original tank drawings dated 6/7/1970
 Edge Consulting CD's (REV A) for US Cellular Installation dated 10/25/2019
 Edge Consulting CD's (REV D) for US Cellular Installation dated 4/30/2020

RESOLUTION NO. 2020 -**Dated:** June 9, 2020**The City of Baraboo, Wisconsin**

Background: This resolution approves the reallocation of \$30,000 included in the 2020 budget for the purposes of operational expenditures at the Campbell Park Outdoor Swimming Pool. As the swimming pool will not open this year due to inability to meet guidelines set by COVID-19 response, operational expenditures will not be used this summer for regular pool operations, however while scheduling makes any larger renovations difficult when the pool is open, the Parks Commission would like to use the money to address some capital improvements needed at the pool as highlighted in the 2019 MSA pool study.

The Commission will meet to determine how best to use the money to address needed improvements, focusing on those items the community expressed the need for during the 2019 Pool Public Input Sessions held by the Parks, Recreations and Forestry Department. Items being considered include major locker room and ventilation improvements, accessibility and mechanical upgrades. Additional efforts to raise donations is underway to assist in future improvements.

The Parks & Recreation Commission recommended the reallocation of funds at their June, 2020 regular meeting on a unanimous vote.

Fiscal Note: ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted
Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT \$30,000 of funds in the 2020 Swimming Pool budget originally designated for regular operating expenses be reallocated for use to make improvements to the pool in accordance with the 2019 Pool Study.

Offered by: Parks and Recreation Commission **Approved:** _____

Motion:

Second: **Attest:** _____

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: June 9, 2020
Re: Reallocation of 2020 Swimming Pool budgeted funds

The Parks Commission has closed the swimming pool for the 2020 season, based on the 84 year-old facility's inability to meet minimum guidelines set forth in addressing COVID-19 health concerns. As a result, staff from the Finance Department and Parks, Recreation and Forestry Department have determined that \$30,000 will not be used for normal operational expenses associated with running the pool.

The Parks Commission has unanimously requested that this \$30,000 be reallocated toward needed improvements as listed in the 2019 Pool Study completed by MSA which highlighted several areas of needed and desired improvements. Using this time that the pool is closed allows for extra time to complete projects without disrupting future swim schedules and gives a "jump start" to what is a long list of overdue improvements.

The Parks, Recreation and Forestry Department conducted 2 public input sessions in 2019 which helped guide MSA when completing the study as to what the community wanted in a new or renovated pool. The Commission has prioritized improvements to address many of those resident requests, including several locker room improvements, ventilation, accessibility as well as several staff requests of mechanical and infrastructure needs.

While \$30,000 will barely scratch the surface of what is needed to eventually upgrade the facility to needed levels, it would be a great way to kick off a capital campaign to attract potential donors to assist in funding for future improvement phases.

This proposal will also be considered by Council tonight.

Office of City Administrator
101 South Blvd, Baraboo, WI 53913



Phone: (608) 355-2715
Fax: (608) 355-2719
E-Mail: kdowning@cityofbaraboo.com

To: Mayor and Baraboo Common Council
From: Kennie Downing, City Administrator
Date: 6-9-20
Re: Update on BDAS improvements and Consideration of Alternate Models for EMS Services for the City of Baraboo

I'd like to provide you with an update of the changes happening at Baraboo District Ambulance Service (BDAS) since the City's letter dated January 15, 2020 was sent stating our intention to seek alternative models/providers for EMS ambulance services. As you recall, the letter was sent after review of the Baker Tilly forensic audit that identified several administrative deficiencies within the BDAS operation and organization. Upon receipt of our letter, the BDAS commission formed a Transition Team to specifically address some of the deficiencies that would hopefully entice the City to stay with their service. So far, the Transition Team and the Commission have accomplished the following:

- 1) Accepted Dana Sechler, EMS Chief and Amos Vande Hie, Supervisor of Billings and Collections retirement from the service. John Rago, Deputy Chief has assumed the duties as Acting EMS Chief.
- 2) Issued an RFP for an Interim EMS Director to provide an outside and neutral perspective on current BDAS operations and to propose further recommendations on improvements to BDAS however due to budgetary shortfalls the Commission decided not to hire anyone.
- 3) Issued an RFP for an outside billing company. The Commission awarded a contract to Andres Medical Billing who began services on May 1, 2020. The former in-house billing employees have been reassigned to other duties or left the organization. Andres Medical Billing will be overseen by the BDAS Finance Director
- 4) Changed their organization chart to eliminate the HR Director and Finance Director being under direct authority of the EMS Chief. The HR Director and Finance Director will now answer directly to the Commission. Job descriptions were revamped for the HR Director, Finance Director, Chief and Deputy Chief to reflect these changes.
- 5) In order to address employee complaints and grievances, the Commission created an Ad-Hoc Personnel Committee consisting of 3 Commissioners that will hear directly from the employee, thus eliminating possible influence or intimation from the Chief.

The Transition Team is also having discussions on other topics but haven't been solidified yet, such as:

- Working on re-writing their By-laws.
- Looking at the training center and on-going training of staff.
- Researching possible usage of office space for some BDAS staff at the City of Baraboo's old City Hall.

The Team's progress has been slowed with the COVID-19 crisis and changing staff priorities, however they continue to meet on a regular basis.

As of their May 2020 meeting, revenue was down by over \$400,000 compared to last year because of the COVID-19 stay at home order.

ALTERNATE MODELS FOR EMS SERVICES

Two alternate models are offered for Council consideration: 1) Utilize a private EMS provider or 2) Bring EMS under City of Baraboo employment and provide city 911 EMS services.

Utilize a Private EMS Provider

In March 2020, I issued a Request For Proposals (RFP) for EMS 911 Ambulance and Transport services that was sent to five EMS providers in Wisconsin. One proposal was received from Ryan Brothers with locations in Madison, Sun Prairie, Janesville, Deerfield and Fort Atkinson. The complete proposal from Ryan Brothers is attached to this memo. Ryan Brothers proposed several cost options that are described below along with pricing.

OPTION 1 – EMS services run as a turnkey operation where Ryan Brothers will purchase equipment, vehicles and maintenance/replacement is 100% responsibility of the Contractor:

Proposed – Two dedicated paramedic units, fully staffed 24 hours/7 days
 Revenue to the City: Rent paid to the City for use of Alma Waite building \$14,000
 Cost to the City of Baraboo: \$431,621 annually [@ 12,142 population = \$35.55 per]

If the City allowed other BDAS agencies to use the City's contract with Ryan Brothers = \$130,000 for all combined agencies.

OPTION 1A – EMS services run as a turnkey operation where Ryan Brothers will purchase equipment, vehicles and maintenance/replacement is 100% responsibility of the Contractor:

Proposed – One dedicated paramedic unit for 911 and one Dual Purpose Unit Available for 911 and Interfacility transfers

Revenue to the City: Rent paid to the City for use of Alma Waite building \$14,000
 Cost to the City of Baraboo: \$324,621 annually [@ 12,142 population = \$26.74 per]

If the City allowed other BDAS agencies to use the City's contract with Ryan Brothers = No cost provided. Township contributions would be limited on geography and call volume.

OPTION 2 - EMS services using a portion of BDAS ambulances and equipment (City-owned and leased to Ryan Brothers).

Same price at OPTION 1

OPTION 2A –

Same price as OPTION 1A

Bring EMS Under City Of Baraboo With City Staff And City Operations

The attached “Fire – EMS Feasibility Study” drafted by Finance Director Cynthia Haggard and Fire Chief Kevin Stieve describe two possible options the Council may consider:

- 1) Providing EMS and transport services to Baraboo and current BDAS member agencies with 22 EMS personnel and five ambulances.

Estimated revenues \$2,900,000

- estimated expenditures \$ 4,200,000

Loss (\$1,300,000)

- 2) Providing EMS services for City of Baraboo only with 16 EMS personnel and two ambulances.

Estimated revenues \$2,500,000

- Estimated expenditures \$2,700,000

Loss (\$200,000)

The amounts listed above are highly uncertain because of the need for additional data. Staff feels that obtaining one full year of data from BDAS's new billing company and BDAS's improved reporting capabilities through their ImageTrend software will provide more accurate data.



**SUBMITTED BY
RYAN BROTHERS AMBULANCE, INC.**

**REQUEST FOR PROPOSAL
(RFP)**

911 SERVICE FOR CITY OF BARABOO

Proposal Due Date: 4:00 PM CST, April 6, 2020. Extended to April 20, 2020

Submit Proposals To:

City of Baraboo
Attn: Kennie Downing, City Administrator
101 South Blvd.
Baraboo, WI 53913
E-mail: kdowning@cityofbaraboo.com
Phone: 608-355-2715



April 19, 2020

Dear City of Baraboo:

Please accept this RFP submission from Ryan Brothers Ambulance (RBA).

Ryan Brothers Ambulance prides its long-standing reputation on doing what we say we can do. This dedicated philosophy is consistent whether we provide a facility with an ETA or respond to RFP requests.

RBA's exponential growth over the decade, is due in part to maintaining, promoting and strengthening its core values as a family-centered culture. This competitive differentiation and impact are known throughout the South-Central Wisconsin market. Together, RBA grows strategic partnerships with progressive healthcare organizations and municipalities to drive increased services and respond both physically and fiscally.

Ryan Brothers Ambulance did its best to interpret data and ask questions. We acknowledge for everyone involved, that we are in a pandemic. We are hopeful that we can further engage in a process of asking for additional information and provide answers to any of your questions in any area that would be beneficial. All information proposed is based on the data provided in RFP and addendums utilizing interpretations and assumptions. Ryan Brothers Ambulance's primary focus and objective is to successfully provide the City of Baraboo with experienced and professional turnkey 911 services. Our thoughtful intent in presenting options is to respond to certain aspects of this RFP in a manner that is mutually beneficial. Ryan Brothers Ambulance has experience in reengineering a patient/customer centered 911 model in Fort Atkinson, WI. We are confident we could apply similar strategies with the City of Baraboo.

In developing a partnership with the City of Baraboo, Ryan Brothers Ambulance will provide innovative ideas, community involvement and collaboration while maintaining the highest level of patient care possible.

Respectfully,

Erin Ryan, CEO
Co-Owner
Ryan Brothers Ambulance, Inc.
(608) 310-7921
Eryan@ryanbros.net

Mission Statement

Since 1962, Ryan Brothers Ambulance strives to provide the highest quality pre-hospital patient care with expertise, compassion and professionalism. This is achieved by placing our patients' and customers' needs first and treating every patient as if they were a member of our own family.



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A. REQUIRED RESPONSE INFORMATION, MINIMUM REQUIREMENTS AND PREFERENCES

A.1 Organizational Structure

Company Ownership and Longevity

Founded in 1962 by Pat and Paul Ryan, Ryan Brothers Ambulance (RBA) has been providing patient centered ambulance services to Madison and surrounding communities for 58 years.

In the continued spirit of family passion and doing what is right for both industry and community, Founder, Pat Ryan Sr., began to transfer leadership to son's Erin Ryan and Patrick Ryan nearly twenty years ago. Today, Erin and Patrick have grown the organization by developing a solid management team, dedicated employees, building meaningful relationships while keeping a watchful eye on the industry's technological advancements.

RBA is a Wisconsin corporation owned equally by Erin and Patrick. The Fort Atkinson, WI 911 service is operated as a subsidiary – Ryan Bros Ft. Atkinson, LLC. RBA has seven (7) Madison area service stations plus an administration and training building minutes from downtown Madison. Corporate management is intimately involved in the day to day operations.

For 58 years, RBA has been the market leader for ground ambulance transportation in Southwestern Wisconsin. In 2002, RBA was awarded the Fort 911 contract. In 2011, RBA was chosen to provide 911 Services for the Village of Maple Bluff in Madison, WI.

RBA recognizes that each one of its employees are the key to customer and patient satisfaction and success. Currently, RBA's valuable team consists of 129 employees: 108 licensed providers and 21 administrative /operational-dispatch staff. Thirty-five percent of employees have been with RBA between 5 – 29 years.

RBA Core Values

Customers – Treat individuals with the care and compassion we extend to our closest family.

Pride – Expect the best of ourselves. Attend to the level of detailed attention we desire for ourselves.

Above & Beyond – A culture practicing and supporting continuous improvement, training and striving to exceed customer expectations.

Integrity – Do what is right. At all times, be fair, consistent and accountable – even when no one is looking.

Community – We cultivate and contribute to relationships that value individuals in each of our communities.

Professional Standards

RBA believes, supports and exemplifies the highest professional standards in the industry. This is demonstrated every day in many ways:

- Family Values



- Customer Service Training
- Impeccably Maintained Ambulances
- Extensive Preventative Vehicle Maintenance Program
- State of the Art Medical Equipment
- Custom CAD and ePCR software
- Professional Uniform and ID
- Long Term Partnerships
- Continuous Improvement and Quality Assurance
- Employee Tuition Sponsorship Programs
- MATC Preceptor Program of Paramedic Students
- Monthly employee Continuing Education Training
- Actively engaged Medical Director
- Bi-Annual Provider Skills Fair
- Competitive Benefits & Compensation
- In-house Administration and Billing
- Innovative Internship Program
- Dane County EMS Committees
- Past President of Professional Ambulance Association of Wisconsin (PAAW)
- Community Paramedic – First in Wisconsin to be contracted by a Hospital

A.2 Management Team Profile

RBA operates with a Management Team of eight individuals that reflect a variety of operational disciplines and responsibilities.

Erin Ryan, CEO/Co-Owner, oversees company-wide day-to-day operations and is responsible for the vision and strategies to remain competitive and compassionate in this industry. Erin is directly involved in Dispatch, Quality Assurance, IT, Fleet Management, Equipment and Staffing. He is the primary contact for all operational issues and has developed strong relationships with key customers.

Patrick Ryan, Co-Owner, leads RBA's billing department staff and oversees financial aspects of the company. Patrick is involved in the oversight of the billing process that utilizes customized software with an integrated ePCR/CAD system to produce seamless billing for partners and patients.

Stephanie Barganz-Ryan, CPA, SPHR, CVA, CGMA leads Human Resources and Quality Assurance with an engaged Team of ten members and two coordinators. The Committee creates an open, fair, learning culture that views events as opportunities to improve our processes, training and understanding of risk. Each committee member is selected for their experience, education, passion, and desire to improve the quality of our patient care and processes.

Rob Lulling, CCMT-P, Director of Operations & POD Manager has been with RBA since 1998. Rob oversees 911 operations, EMS education sponsorships, OSHA reporting, incident report investigation, issue/track all disciplinary actions and payroll review. In addition, he is responsible for scheduling for all stations.



Paul Harrison, CCP, Fleet, Building Maintenance, NARC & POD Manager has been with RBA since 2009. Paul oversees the Driver Safety team and manages the Building Maintenance team. In addition, Paul is responsible for all NARC ordering and auditing and is an active CCP provider.

Chris Denniston, CCP, Daily Ops & POD Manager has been with RBA since 2015. Chris oversees the Daily Operations team (Daily Ops) that assists in maintaining Station Readiness throughout all RBA stations as well Building Maintenance. In addition, Chris is an active CCP provider.

Michael Adams, Dispatch & POD Manager has been with RBA since 2017. Michael oversees the day to day operations of the RBA dispatch center. He sets performance expectations for quality service delivery and customer satisfaction, communicates changes and follows through with proactive performance management and team building. Mike drives new technology and industry best practices. He serves as liaison to Select Specialty Hospital and SSM NICU teams and coordinator for Ironman Wisconsin. He works closely with the director of operations and ownership on strategic planning and data analysis. He conducts meetings and training sessions as appropriate.

Brian English, IT & POD Manager has been with RBA since 2017. Brian oversees and maintains all hardware, software, network and technology assets throughout RBA. In addition, maintains technology budgets, network & station security as well as short- and long-term goals to enable RBA to remain on the leading edge of technology.

A.3 Proposed Staffing

Provider Levels

RBA employs all levels of EMS providers from EMT-Basic, AEMT, Paramedic, Critical Care Paramedic, and Community Paramedics. Each provider must verify proficiency with all skills and equipment (license level specific) prior to being allowed to operate as a primary care provider.

ADMIN	14
AEMT	13
CCP	18
DISPATCH	7
EMT	60
PARAMEDIC	17
Grand Total	129



Supervision & Leadership

Employees are supervised by a Manager utilizing a POD model. The POD Model approach reflects a small group of individuals with complementary skills working with a shared purpose. Managers have regular communication with employees in their POD, provide performance reviews and check ins and are available as the key resource for that employee.

RBA employees participate in Leadership roles in the following capacities:

Field Trainers, Quality Assurance Committee Members, Coordinators of Area and Team, Employee Engagement Committee, Fleet Team; Daily Ops Team; and Safety Team.

Hiring Process & Onboarding

RBA's hiring objective is to search out and recruit the most suitable candidate available for the job. Within that selection, Ryan Brothers' ensures that equal opportunities for every job seeker is provided.

Once an application is received at RBA, we engage in this Screening Process:

- **Confirm License Certification:** verified through the EMS E-Licensing Portal with WI DHS.
- **Conduct Motor Vehicle Report and Review for Criteria Requirements**
- **1st Interview** is conducted by Patrick Ryan, Co-Owner
Contact and confirm positive references
- **2nd Interview** is conducted by Patrick/Erin Ryan and Rob Lulling
- **Pre-employment post offer** is conveyed to candidate contingent on negative drug screen
- **Drug screening** scheduled and completed
- **Candidate formally accepts offer;** introduction email and onboarding scheduled

RBA Onboarding Program

Stage	Duration	Description
Preparation	Pre-arrival	<ul style="list-style-type: none"> • Review schedule, benefits, week one expectations, email
Orientation	First week of each month	<ul style="list-style-type: none"> • 40 hours of classroom training, hands on medical skills, equipment operations, NARCs, rigs, culture, CEVO driving course, dispatch, calls ride along • Formal skill evaluation by QA Coordinator • Formal content trainings and quizzes with 20 hours of CEU
	Second week	<ul style="list-style-type: none"> • Ride along as third with Field Trainer • Review specific training areas identified from Week 1, both trainer and employee complete daily feedback form • Formal skills and readiness assessment by QA Committee
Integration /Engagement	Month 2 – 12	<ul style="list-style-type: none"> • Formal 45-day feedback check-in • Mid-year POD manager check-in



		<ul style="list-style-type: none"> • Skills Fair training • Monthly training • Annual Performance Review
--	--	---

Patient Safety

RBA requires all employees be trained on safe patient transfer techniques supported by our ambulances being equipped with state-of-the-art Stryker Power Cots as well as Power Loads in every vehicle.

Coaching Emergency Vehicle Operator (CEVO)

Annually, RBA requires all seasoned employees to complete two CEVO drivers' courses. All new hires, regardless of their level of experience, are required to pass the entire CEVO course which includes aptitude testing. Local technical colleges and EMS training facilities do not require CEVO to receive an EMT license. RBA does require this for all employees, RBA's onboarding exam is often their first time behind an ambulance. All new hires are required to complete their initial course during onboarding plus two additional courses within their first year of employment.

Job Descriptions and Professional Requirements

All Ryan Brothers' clinical staff members are required to maintain current State of Wisconsin licensure as well as any required certifications associated with licensure, i.e. ACLS, CPR, PALS, PEPP, and PHTLS. These items are tracked and verified monthly by RBA QA Committee.

Policies and Procedures

Ryan Brothers Ambulance ensures that policies and procedures are in place which adequately address areas of potential and actual compliance risk. Policies and procedures are easily available to all employees in our web-based portal.

Ambulance Staffing

RBA owns 20 ambulances and consistently operates 16 at any one time. The four reserve rigs not in service are used as rigs to rotate in when other rigs are having routine maintenance. In addition, RBA owns a Community Paramedic vehicle. RBA staffs rigs with several different crew configurations to meet the needs of the service area and its customers. RBA analyzes data and service levels frequently to determine need and our availability to meet that need. On most days, 14-16 crews are scheduled to work among our seven stations.

Scheduling

As required in the RFP, Rig 1 and Rig 2 Baraboo 911 rigs will each be staffed with a minimum of a Paramedic and EMT licensed providers for 24-hour shifts 24/7.

Ryan Brothers Ambulance utilizes an online, employee interactive scheduling software called EMS Manager which is hosted by Aladtec Incorporated (a Wisconsin based company). RBA employees work a variety of shifts anywhere from 8 hours in duration to 24 hours. Schedules are completed on a monthly basis for the following month (ex. July schedule will be completed in June).



All Rotational (Full-Time) employees are scheduled to work 48 hours/week and all LPT (Limited Part-Time) employees are required to work a minimum of 24 hours/month with most working many more hours than the minimum.

Each of our seven (7) locations are staffed with two crews consisting of Critical Care Paramedic and an EMT or a Paramedic and an EMT. At times we also use a concept we call a “jump medic”. A jump medic is a single paramedic with a fully stocked ambulance who can respond to anywhere to assist other crews in critical situations.

Call in Pay Incentives

Scheduling adjustments are necessary for unplanned absences. RBA has implemented an incentive plan for staff to be called in on their days off to fill shifts that are vacated by unplanned absences and FMLA. Call in Pay notifications are sent to all staff via text message and/or email. Manager review and decisions evaluate appropriate skill level, conflicts with normal work schedules and, by the frequency each person has received Call in Pay. Employee(s) that receive the Call in Pay shift receive a bonus along with their regular wages for working the shift.

Management Involvement

RBA will staff the Director of Operations at Baraboo for most of his weekly shifts. He is licensed at the Critical Care Paramedic level with 20+ years of EMS experience. He has provided oversight during our start up in Fort Atkinson 911 operations, 18 years ago. In addition, he provides leadership in our Maple Bluff 911 operations, which began nine years ago. He actively participates in monthly meetings with both Fire Departments and Fort Hospital.

Erin Ryan, CEO is actively involved in day to day operations and has long standing relationships with SSM. He is committed to continuing this in Baraboo with St Clare Hospital.

A.4 Medical Direction

Dr. John Yost, MD is a well-respected, long-time member of the Madison medical community and a retired Emergency Department physician at Meriter Hospital after 30+ years. Dr. Yost is directly involved with RBA's Quality Assurance Committee, overseeing our extensive Quality Assurance (QA) process and training provided for and required of all employees.

Dr. Yost has provided medical direction for Ryan Brothers Ambulance for 30+ years. Dr. Yost acknowledges there is more than one way to treat a health condition. He embraces collaboration and healthy discussions regarding quality improvement. Dr Yost participates regularly with ePCR and quality reviews at Ryan Brothers. Dr. Yost is certified in Emergency Medicine with American Board of Medical Specialties thru December 31, 2029.



A.5 Dispatching

RBA would utilize Sauk County for all 911 dispatches. For all other transports, RBA maintains a dispatch communications center, based at our headquarters, 922 South Park St, Madison, WI.

The RBA Communications Center is a designated 24-hour service dispatch center with the purpose of providing an effective link between the customer and the responding EMS team. All calls requiring EMS response are evaluated by a trained dispatcher utilizing decision making criteria based upon best practices and RBA protocols. Dispatchers use established guidelines in determining the appropriate level of EMS response. All medical terminology used is consistent with National standards.

The RBA Communications Center consists of seven dispatchers and a Dispatch Manager. The Dispatch Manager is certified with the American Ambulance Association. The staff model utilizes two – three dispatchers during the daytime peak operating hours and one dispatcher at night, providing constant coverage regardless of the day or time.

Emergency Dispatch Program

RBA has developed a custom Computer Aided Dispatch (CAD) with an integrated ePCR software system meeting both NEMSIS and State WARDS requirements.

After the appropriate EMS crew is identified, the call is dispatched to the responding crew's rig iPhone. This communication contains specific information regarding patient, any facility details and last-minute additions or patient condition changes. Dispatch can follow the crew and rig real time via our software system. RBA can send notifications (i.e. text) to receiving facilities with arrival and any changes to patient condition information. Each call is monitored to ensure the designated crew is enroute and the response time (ETA) is appropriate.

A.6 Operations

Headquarters/Station 1 (Central)

922 S. Park St.

Madison, WI 53715

Staffed Units: 2-4 Staffed with CCP/ALS/BLS

Primary Response – Interfacility

Station 2 (East)

819 Walsh Rd.

Madison, WI 53714

Staffed Units: 2 Staffed with CCP/ALS/BLS

Primary Response – Interfacility

ST CLARE - 45.7 MILES (VIA I90 TO HWY 33) - DRIVE TIME/NON-EMERGENT - 47 MINUTES



Station 3 (West)

8494 Market St.

Middleton, WI 53562

Staffed Units: 2 Staffed with ALS/BLS with two spare rigs

Primary Response – Interfacility

RBA could make these crews available for Baraboo area

ST CLARE - 37.6 MILES (VIA HWY 12) -DRIVE TIME/NON-EMERGENT - 45 MINUTES

Sun Prairie Station

243 Clarmar Dr.

Sun Prairie, WI 53590

Staffed Units: 2 Staffed with CCP/BLS

Primary Response – Interfacility

ST CLARE - 46.2 MILES (VIA I90 TO HWY 33) - DRIVE TIME/NON-EMERGENT - 45 MINUTES

Deerfield Station

220 River Birch Ct.

Deerfield, WI 53531

Staffed Units: 2 – 2 Staffed with ALS/BLS

Primary Response – Interfacility

ST CLARE - 59.1 MILES (VIA I94 TO I90 TO HWY 33) -DRIVE TIME/NON-EMERGENT - 57 MINUTES

Fort Atkinson Station 911 Operations – Since 2002

Includes Five Townships for 20,000 population base - Similar to Baraboo

1210 Arndt St.

Fort Atkinson, WI 53538

Staffed Units: 2

- One Paramedic level crew and rig dedicated to 911
- One staffed at CCP/Paramedic level for BOTH 911 & Interfacility Transport requests.
- New F450 and E450 rig placed in service on 8/2019 and 2/2020, both equipped with power load and liquid suspension.

Janesville

1007 Jerome Ave.

Janesville, WI 53546

Staffed Units: 2 – Staffed with CCP/ALS/BLS

Primary Response – Interfacility



Maple Bluff 911 – Since 2011

- Population 1,313 and .69 square miles of land.
- This is a non-designated unit. Paged unit (with any of our stations/crews available to respond).
- This is approximately 75 calls annually – Response Rate = 100%

A.7 Quality of Patient Care

Quality Assurance (QA) Call Review

Under the direction of RBA's Medical Director, Dr. Yost, QA Committee members are responsible for the consistent and objective review of approximately 85% of all calls completed by RBA. Emphasis is on appropriate patient care, consistent adherence to protocols, accuracy of documentation, and overall quality of the patient care reports. If deficiencies are noted, members of the committee are individually responsible for corrective action, training recommendations, documentation of trends, and quality improvement. All reviews initiated by our committee members are personally reviewed by Dr. Yost and the QA Director to assure accuracy, identify appropriate training needs and coaching opportunities.

Quality Assurance (QA) Formal Review

RBA approaches Formal Reviews with the objective of learning from the event and applying a continuous improvement approach. Accountability for behavior is reviewed with an analysis of our system first, then we review and discuss with the individual, and conclude with an assessment that may include coaching to determine improvement needs, or follow-up action. When a request for a Formal QA is requested by a QA Committee Member, a Manager, a meeting takes place with all members involved, including the QA Coordinator, Director, and Medical Director. Background information is gathered, and a proposed plan of action developed to directly address the root cause of the request. Typical plans of action include reviews of pertinent company policies, protocols and procedures. Remediation consists of several options: updates and clarifications made to policies; one on one education or training; and collaborative projects between QA and involved individuals. Outcomes typically involve the development of preventative or improved training materials that are administered company wide. A Formal QA Algorithm and intake form are used to consistently document the facts and the findings.

Customer Satisfaction

Accumulative responses since its launch in November 2017 rate our overall services as:

Excellent	88.38%
Good	8.92%
Fair	0.83%
Poor	0.83%
Very Poor	1.04%



A.8 Rate Structure

2020 Ryan Brothers Ambulance Rates

Privileged and Confidential Information – provided separately, as indicated

In-House Billing

Patrick Ryan, Co-Owner is involved in the oversight of the billing process that utilizes customized software with an integrated ePCR/CAD system to produce seamless billing for partners and patients. The billing department consists of six billers. The department works as a cohesive unit and everyone is cross trained to bill on any aspect of the operation. Therefore, everyone in the department would be responsible for Baraboo 911 billing.

A.9 Community Involvement

Below is one of RBA's Core Values.

“Community – We cultivate and contribute to relationships that value individuals in each of our communities.” RBA believes strongly in supporting and participating in the communities it serves. RBA takes great pride in being a valuable part of the community and its people.

Examples of RBA's community involvement:

- Ironman Wisconsin/Madison Chamber of Commerce 2003 – present
- St Patrick's Day Parade – Madison
- Boys and Girls Club – Day in the Life
- Baseball Fest-Jones Park
- Earth Day 5k – Sun Prairie
- Cheesehead 5k – Sun Prairie
- Bikes to Big Rigs – Deerfield
- Touch a Truck- Countryside Montessori School – Madison
- Purple Stride Run/Walk – Madison
- Advanced Employment Run/Walk – Warner Park
- Czar's Promise Hope Dog Walk – Monona
- World of Wheels – Fort Atkinson
- Maple Bluff Fireworks/Fourth of July Parade
- Festival Foods Turkey Trot – Madison
- Frosty Rock Run/Walk – Fort Atkinson
- Fort Atkinson High School Football Games
- Run Wild – Madison Zoo
- Race for Agrace – Madison
- Fort 14 Run/Walk – Fort Atkinson
- Chick-fil-A Touch a Truck – Madison
- Rhythm on the River – Fort Atkinson
- Madison Open Water Swim
- Ambulance Show and Tell- Dream Park – Sun Prairie
- Her Madison Half Marathon – Hilldale Mall
- Walk for Wishes-McKee Farms Park – Fitchburg



- Fantasy 5k – Olin Park
- FFA Spaghetti Dinner & Community Engagement – Fort Atkinson
- American Heart Association Heart Walk
- Meals on Wheels – Monthly
- St. Peter's Church Pancake Dinner
- Polar Plunge – Olin Park
- Cub Scout Show and Tell – Sun Prairie
- Maple Bluff Holiday Tree Lighting
- Nasco Product Testing – Fort Atkinson
- GiGi's Playhouse – Madison
- Badger Honor Flight

A.10 Hospital Relationships

RBA currently provides contracted ambulance service in the listed capacity to the following entities:

RBA Relationships and Transport History to/from other Clinics/Hospitals

- UW Rehab Hospital: 2016 – Present
- SSM St. Mary's Hospital: Madison 1962 – Present
- SSM St. Mary's NICU: 2017– Present
- Unity Point Meriter Hospital: 1962 – Present
- SSM St. Mary's Emergency Center: Sun Prairie 2009 – Present
- SSM St. Mary's Janesville: 2012 – Present
- Select Specialty Hospital: 2008 – Present
- Fort Health Care: 2001 – Present
- Watertown Hospital: 2002 – Present
- Stoughton Hospital: 1962 – Present
- Dean Urgent Care: East & West 2003 – Present
- UW Health Immediate Care: East & West 2003 – Present

SSM Relationship

RBA, since 1962, has partnered with SSM (formerly St Mary's) since their inception in Wisconsin. RBA and SSM have been fortunate to grow together and be committed to supporting each other in a long-term relationship. RBA has occasionally been requested to complete transports for St Clare. SSM is served by a contracted physician group – MEP. RBA and MEP have been long standing partners with a good working relationship. Our father, Pat Ryan Sr, worked hard to foster this relationship and provide them with exceptional customer service. Our crews continually hear stories from the patients and nurses that were impacted by Pat and Paul's commitment to compassion and treating them as if they were a member of their family. Paul passed away in the early 1990's and Pat recently passed away this February, leaving a legacy of high values and compassion.

A.11 Financial Stability

Privileged and Confidential Information – provided separately, as indicated



Appendix I: Letter of Financial History and Sufficient Capital provided by Berndt CPA LLC of Madison, WI.

A.12 References

Agency Name	Contact	Title /Position	Phone	Email	Years of EMS Service Provided
City of Fort Atkinson Fire Department	Chief Daryl Rausch	Fire Chief	920-563-7795	DRausch@fortatkinsonwi.net	18 years
City of Fort Atkinson Police Department	Chief Adrian Bump	Police Chief	920-563-7777	abump@fortpd.com	18 years
Village of Maple Bluff Fire Department	Chief Kris Loy	Fire Chief	608-244-3390	kloy@villageofmaplebluff.com	10 years

A.13 Transition

Proposed Timeline for the Transition of Services (RBA would like to acknowledge that this is subject to change with additional information not available at the time of this submission).

Finalist introduction and presentation to City's Public Safety Commission: May 25, 2020 (Memorial Day) – Date would need to be confirmed.

Award of Contract by Baraboo Common Council: Tentative – Prior to September 30, 2020.

RBA would appreciate as much time as possible to execute an implementation plan. We would prefer 120-day notice if possible.

Transition Plan

Target Date	Action Item
January 1, 2020	Contractual Service Begins
November	Install RBA Technology at Station
November	Move into Station- if move in ready
November	Interview BDAS Employees
October	Town Hall Q&A for community
October	Meet with Sauk County Communications Center
October	Secure Mutual Aid
October	Baraboo Police Department Meeting
October	Baraboo Fire Department Meeting
October	St Clare Hospital Meeting
October	Review any Special Procedures for Business Entities
October	Establish Baraboo specific Policies and Procedures
October	Tour facilities and equipment if appropriate
September 30, 2020	Contract Awarded



B. MINIMUM SERVICE REQUIREMENTS

B.1 Licensing

RBA is licensed to provide paramedic level advanced life support services for 911. RBA currently does this for Fort Atkinson 911. RBA adheres to all State and Federal regulations for ground ambulance transportation services.

Licenses are available upon request.

B.2 Experience

911 Ambulance Services

City of Fort Atkinson (This includes five surrounding Townships): 2002 – present

- Staff two units: One Paramedic level crew and rig dedicated to 911
 - One staffed at CCP/Paramedic level for BOTH 911 & Interfacility Transport requests.
- Management representative regularly attends city meetings.
- Staff participate and lead training opportunities with Fort Fire Department.

Village of Maple Bluff: 2011 – present

- This is a non-designated unit. Paged unit (with any of our stations/crews available to respond).
- Management representative regularly attends city meetings.
- Staff participate and lead training opportunities with Maple Bluff Fire Department.

Town of Deerfield: 2013 – July 2018

- 911 Contract for one dedicated Paramedic Ambulance – Terminated by Ryan Brothers Ambulance to utilize resources for another Contract

B.3 Dispatching Services

RBA would utilize Sauk County for all 911 dispatches. For all other transports, RBA maintains a dispatch communications center, based at our headquarters, 922 South Park St, Madison, WI.

The RBA Communications Center is a designated 24-hour service dispatch center with the purpose of providing an effective link between the customer and the responding EMS team. All calls requiring EMS response are evaluated by a trained dispatcher utilizing decision making criteria based upon best practices and RBA protocols. Dispatchers use established guidelines in determining the appropriate level of EMS response. All medical terminology used is consistent with National standards.

The RBA Communications Center consists of seven dispatchers and a Dispatch Manager. The Dispatch Manager is certified with the American Ambulance Association. The staff model utilizes two – three dispatchers during the daytime peak operating hours and one dispatcher at night, providing constant coverage regardless of the day or time.



B.4 Emergency Dispatch Program

RBA has developed a custom Computer Aided Dispatch (CAD) with an integrated ePCR software system meeting both NEMSIS and State WARDS requirements.

After the appropriate EMS crew is identified, the call is dispatched to the responding crew's rig iPhone. This communication contains specific information regarding patient, any facility details and last-minute additions or patient condition changes. Dispatch can follow the crew and rig real time via our software system. RBA can send notifications (i.e. text) to receiving facilities with arrival and any changes to patient condition information. Each call is monitored to ensure the designated crew is enroute and the response time (ETA) is appropriate.

B.5 Staffing

Please refer to information provided in A.3.

B.6 Advanced Life Support

RBA understands the requirement of an ALS crew and at least one paramedic must be on this crew.

B.7 Concurrent Incidents

RBA understands the requirement and ability to respond to two EMS incidents, with two different ambulances, within the City of Baraboo, at the same time.

B.8 Reports

RBA and the City will agree upon performance reports to be provided. RBA has invested significant resources to be able to collect, maintain and analyze data related to our business. RBA believes that good decisions begin with good data. RBA is confident it can provide the City with meaningful performance reports on a regular basis.

RBA has provided a copy of a sample report below.

MARCH 2020 – CALL VOLUME

911 Calls – X (X/day)
 ALS 911 calls – X
 BLS 911 calls – X
 No Transports – X
 Calls in the City of Fort Atkinson – X
 Calls in the Town of X - X
 Calls in other municipalities – X

Mutual Aid

736/735 used for mutual aid – X
 735 911 calls – X
 735 called to assist 736 - X
 Both ambulances out used mutual aid – X
 Paramedic Intercepts – X



Patient Chief Complaint

Response Times

Paged to enroute – X minutes

Enroute to on scene – X minutes

Average on scene time – X minutes

B.9 Protocols

- RBA operates under State EMS Office Approved Protocols in coordination with our Medical Director. Protocols would be available for online viewing during our Finalist Meeting. Our 58 years of business hopefully reflects our commitment to do this.
- In a 911 service, whomever calls receives service, regardless of ability to pay.
- RBA, as a 911 provider for the City of Baraboo, would transport patients to the closest most appropriate facility, based on patients' condition.

B.10 Interfacility Transfers

In Option 1 and 2 – RBA understands that two, paramedic staffed rigs and crew, would be dedicated solely to 911 services.

In Option 1A and 2A – RBA is offering for your consideration, a similar approach used successfully in Fort Atkinson.

B.11 Additional Resources

Mutual Aid Agreements – RBA has been successful in securing Mutual Aid in any 911 areas we have served. This is considered a professional courtesy of support and we are committed to doing the same for other services if we can help them out. If awarded contract, we would begin contacting neighboring EMS providers immediately.

B.12 Response Times

RBA has met and/or exceeded Response times in our Fort Atkinson 911/Jefferson County for the past 18 years. Please see information provided under staffing requirements that addresses meeting this requirement. RBA crew would be in house and our historical, 911 out the door time, is above industry standard of less than two minutes. RBA looks forward to establishing what these expectations are for the City of Baraboo.

B.13 Special Event Standby Ambulances

RBA will provide up to 21 hours of special event standby services without additional fees. RBA would like to agree on an appropriate fee with the City of Baraboo if standby time exceeds this.

B.14 Staff Retention

RBA highly values its people. We understand that they are the key to our success. RBA is always looking for great people to add to our Team. RBA is committed to interviewing anyone from BDAS that is interested.



B.15 Contract Term

RBA understands the contract term is for five years.

B.16 Billing and Collections

RBA understands that patient billing and collections are our sole responsibility.

B.17 Patient Rates

RBA agrees to provide patient rate structure to the City annually.

B.18 Medical Director

RBA understands that we are responsible for providing our own Medical Director. RBA is extremely fortunate to have Dr. Yost as our Medical Director. He is excited about the opportunity to serve the City of Baraboo.

B.19 Nondiscrimination

Discrimination Policies & Compliance

- State of Wisconsin Affirmative Action Plan- Approved 2019
- United States Equal Employment Opportunity Commission EEO-1 Compliance Plan- Approved 2019
- State of Wisconsin Civil Rights Compliance- Approved 2019
- National Motor Vehicle Report and Ongoing Citation Notifications – PAR SYSTEM

Diversity and Inclusion Programs

RBA believes in the importance of diversity and inclusion in relations to our workforce, customers, colleagues and patients. From this perspective, RBA derives the vital benefit of unique and different perspectives, which, in turn, helps us to respectfully, and more effectively, serve the needs of our patients, customers and partners. By striving for continual inclusion of all walks of life, religions, orientations and backgrounds, we enhance our ability to uphold our mission to treat every patient as if they were a member of our own family.

B.20 Insurance

RBA is committed to risk management and reviews its coverage limits regularly. The information below identifies our current coverage and addresses your requirements where we were able to do so. Please review our CPA statement letter regarding our insurance coverage and risk management in Appendix.

Appendix I: Letter of Financial History and Sufficient Capital provided by Berndt CPA LLC of Madison, WI.

Appendix II: Certificate of Insurance provided by R&R Insurance Services of Waukesha, WI.



Current Coverage	
1	Current policy contains a General Aggregate limit of \$3,000,000. Waiving the General Aggregate is not possible. Current policy contains a per occurrence limit of \$1,000,000 a limit of \$2,750,000 is not available.
2	Worker's Compensation coverage – statutory limits apply. Current employers' liability limit is \$100,000 per accident / \$50,000 per policy limit / \$100,000 per employee.
3	Business Automobile liability limit is \$1,000,000 each occurrence for scheduled autos, hired and non-owned autos.
4	Current Umbrella limit is \$3,000,000, extending limits in excess of primary General Liability, Professional Liability and Automobile Liability Coverages.
5	Professional Liability Limit is currently \$1,000,000 per claim / \$3,000,000 aggregate.

B.21 Indemnification

RBA understands the City of Baraboo and its officials, affiliates and employees would require indemnifications under the items listed.

B.22 Preferences

RBA, as a core values, is committed to serving the communities it is in. RBA would be interested in further discussions on how we might be able to provide EMS services to other municipalities currently receiving EMS services by BDAS. RBA would like more information on call volume and other information in RFP to provide accurate answer on rates.



C. CONTRACT & PRICING OPTIONS

RBA appreciates the ability to present different options and is committed to analyzing any cost-efficient options. The information at the time of submission was limited and therefore estimates were not available for all the options. With the same intent in exploring options, we have presented alternatives based upon our historical experience and success. RBA is committed to discussing any reasonable option with additional information.

RBA utilizes Stryker power loads in all its rigs for safety purposes. RBA currently utilizes Phillips Monitors.

Option 1 - EMS Services with Turn Key Operations

Two Dedicated Paramedic units for 911 services

With NNN Rent paid to City	\$ 14,000
Estimated funding from Select *Township Contributions	\$ 130,000
City of Baraboo Funding	\$ 431,621

Option 1 - A

One Dedicated Paramedic unit for 911 service PLUS one Dual Purpose Unit Available for 911 and Interfacility

With NNN Rent Paid to City	\$ 14,000
City of Baraboo Funding	\$ 324,621
*Township Contributions would be limited on geography and call volume	NA

Option 2 - EMS Services using a portion of BDAS ambulances and equipment = Lease

Two Dedicated Paramedic units for 911 services

With NNN Rent paid to City	\$ 14,000
Estimated funding from Select *Township Contributions	\$ 130,000
City of Baraboo Funding	\$ 431,621
RBA did not have data on what ambulance(s) or equipment this could include	Unknown

Option 2 - A

One Dedicated Paramedic unit for 911 service PLUS one Dual Purpose Unit Available for 911 and Interfacility

With NNN Rent Paid to City	\$ 14,000
City of Baraboo Funding	\$ 324,621
*Township Contributions depend on Township call volume	NA
RBA did not have data on what ambulance(s) or equipment this could include	Unknown

Option 3 - Currently we do not have enough information to provide a response



Notes

- Disclaimer: Price proposal based on data provided
- Rent is estimated using RBA Fort Atkinson comparable
- Contract Rates would be subject to Annual CPI escalator
- RBA would request the ability to petition for changes in the event of issues beyond our control.

C.1 Facility

RBA would like to tour the City Station at 120 Fifth Street in Baraboo to determine if this could be mutually beneficial for both parties. RBA services require the ability for crews to sleep in the Station with building code support. In addition, RBA requires reliable high-speed internet, preferably fiber, to support its operations. In RBA employee surveys, employees rank their work environment as one of the key reasons for retention.

C.2 Alternatives to Consider

RBA has provided alternatives above based upon prior experience and fiscally responsible planning. In 18 years of Fort Atkinson 911 services, RBA has never asked the City for any additional funds outside of budgeted and contracted dollars. In addition, RBA is proud to report that this was accomplished while exceeding contractual requirements.



D. ADDITIONAL SERVICES

RBA has a Community Paramedic program that in some ways is like the ET3 program BDAS had discussed. RBA has certified professionals licensed to provide these services. With the recent events and the importance of telemedicine, this is a service that many see as the natural evolution of EMS Services.



E. ADDENDUM #2 -1

Describe your experience transporting COVID 19 Positive patients? What is your capacity to serve COVID PUI patients? What safety protocols do you follow for the pandemic?

RBA has been in the forefront of addressing this challenge and keeping our staff, families and patients safe. RBA implemented a COVID response Team within days of the outbreak. This Team, consisted of experienced paramedics, Dispatch Manager, Medical Director, QA and HR Director and CEO Erin Ryan. This team successfully implemented CDC and County based procedures and processes to safely address this pandemic. RBA has been instrumental in providing medical transportation to COVID PUI patients from all our Stations. RBA requires licensed staff to wear full PPE with N95 masks whenever transporting a 911 patient. These procedures include a full decontamination of the rig. Sanitization equipment includes UV light applied to rig, uniform and stations. RBA's technology has allowed us to respond immediately with changes and process improvements.



F. APPENDIX

Appendix I: Letter of Sufficient Capital – Berndt CPA LLC (Privileged and Confidential)

Appendix II: Provision of Insurance



CERTIFICATE OF LIABILITY INSURANCE

71 of 98

DATE (MM/DD/YYYY)
7/2/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R&R Insurance Services Inc N14 W23900 Stone Ridge Drive Waukesha WI 53188	CONTACT NAME: Susan Klujeske, AINS PHONE (A/C, No, Ext): (262) 574-7000 E-MAIL: susan.klujeske@rrins.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: National Interstate Insurance INSURER B: Argent- A Division of West Bend INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): (262) 574-7080 NAIC #
INSURED Ryan Brothers Ambulance Inc 922 S Park Street Madison WI 53715-1834		

COVERAGES

CERTIFICATE NUMBER: 2019-2020

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Adtl Insured - Pers/org. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			LJG000012901 #CG2010 0413	6/15/2019	6/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Sexual Abuse Coverage \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			AAL000012601	6/15/2019	6/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist BI split limit \$ 50,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS 10,000			UMB000007501	6/15/2019	6/15/2020	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	A455591	6/15/2019	6/15/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			LPL000011601	6/15/2019	6/15/2020	Per Claim 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Sbarganz@ryanbros.net

For Informational Purposes Only

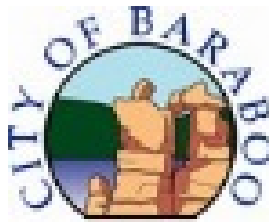
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Scott Shaver/SK584

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**Finance Department Memorandum**

To: Kennie Downing, City Administrator

From: Cynthia Haggard, Finance Director 

Date: June 9, 2020

Re: Fire-EMS Feasibility Study

From the Finance Director:

Chief Stieve and I were assigned the task of putting together data to analyze the viability of the City assuming the Emergency Management System (EMS) function. I refer to this analysis as a simplified feasibility study focusing on helping answer the essential question of, "Should the City proceed with the proposed business venture?"

For EMS to be considered a feasible business venture, the outcome should be that the City would:

- Generate adequate cash-flow and profits;
- Withstand the risks we would encounter;
- Remain viable in the long-term; and,
- Meet the goals of the City Council.

Chief Stieve and I started meeting with one another in February and had regularly scheduled weekly meetings. We each assigned tasks to one another and regrouped to go over the information. We accomplished the following:

- Met with outside independent ambulance services
 - Reviewed their budgets and income statements
 - Reviewed their personnel needs
 - Reviewed their equipment needs
 - Reviewed their run rates
- Prepared a projected income statement
- Prepared an organizational chart
- Prepared a capital equipment needs spreadsheet
- Reviewed and analyzed the points of vulnerability

From the Fire Department Chief

In addition to what is mentioned above, the completion of this assignment was difficult based on inaccurate reports and other data available to accurately calculate and estimate the feasibility of the City of Baraboo integrating EMS into the fire department.

The following has been accomplished through working with City Finance Director, Cynthia Haggard:

Disclaimer

More work is needed on this feasibility study, because there is a level of uncertainty with the current data that has been provided to the City. The recent addition of a third party billing company and enhanced reporting capability for Baraboo District Ambulance Service (BDAS) will provide the necessary information needed to make a sound decision. We will require having at least a year's worth of third party data to accurately determine costs as outlined in the two options below.

Staffing Plan

The need to hire an Assistant Chief to oversee EMS Operations and Administration will be required for either of the options described below.

Option A – This option will provide equivalent services to all BDAS member agencies. This option requires 22 total staff employees at seven personnel per shift – 3 shifts along with an Assistant Chief-EMS. This staffing would allow for coverage of the existing participating municipalities in the current response plan of BDAS. This may allow for the service to provide inter-facility transports from St. Clare Hospital as well. We recommend this option contingent upon acceptance by the BDAS Member Municipalities.

Option B – This option will provide services only to the City of Baraboo. This option requires 16 total staff employees at five personnel per shift – 3 shifts along with an Assistant Chief-EMS. The staff level needed to answer the projected 9-1-1 calls for the City would be two fulltime employees and two ambulances 24/7/365 with a Supervisor, a total of five personnel per shift. This scenario needs to be multiplied by three 24 hour shifts, so a total of 16 personnel are needed. With this option, it will be difficult to provide a consistent inter-facility transport service.

Both options do not include contingency for paid time off, i.e. vacation, sick leave, etc.

When integrated into the fire department, the on duty personnel in addition to current career staff would handle a majority of the fire incident responses as well.

Part-time personnel could be hired to backfill for an opening when a paid time off situation arises. Additionally cross training of current Paid-on-Call Firefighters could also supplement that process. With the same process occurring with current EMS Staff that is interested in becoming a firefighter.

Response Area

As mentioned above, the addition of the current member municipalities of BDAS can provide another revenue source to offset the costs of the service.

Capital Assets

The 2017 audit of BDAS showed the City had 1.5 million dollars of equity in the service. There has not been a completed audit to date since 2017, which causes a certain level of uncertainty and vulnerability in relying on outdated information.

The City needs five ambulances for Option A, three ambulances for Option B, and related equipment for both options. One ambulance is designated as a reserve for each option. The estimated capital cost of a fully equipped ambulance at \$250,000 to \$300,000 for a new unit. Used equipment may be a less expensive option.

St. Clare Hospital

The relationship between St. Clare Hospital and the City of Baraboo is vital. It is imperative we continue to enhance that relationship. One way that we do that is provide inter-facility transport services, as outlined in Option A. This relationship will be beneficial to the partnership and will also provide additional revenues.

Fire Department Chief Recommendation

I truly believe the Baraboo Fire Department should become a fire based EMS organization.

The letter to the BDAS Commission, dated January 15, 2020, is still in effect and may be extended through 2021 in order to get more accurate financial information. I understand that the BDAS Transition Committee and the Commission have been working hard to make improvements to their operations.

I offer the following suggestions to implement as part of the ongoing analysis:

- BDAS Administration to remain separate and move into the Old City Hall/Fire Department building in 2020.
- BDAS Operations to move into the Fire Department building at a later date (after the proposed renovations are complete).
- The joint effort between the City Council and BDAS Commission to look at different ways the two services can assist each other.
- Create an Intern Program for fire and EMS personnel through a partnership with Madison College, or other technical institutions.
- Continue planning for a combined Fire/EMS Station.
- The planning process of what the two services look like when the new Fire/EMS Station is complete, such as:
 - Two separate services
 - One service under the operation of the City
 - One fire/EMS district governed by a board made up of member municipalities

This process basically equates to a strategic planning process that evolves over a four year period, with the City having the ability to continually evaluate the business relationship between the City and BDAS.

Revenue

The total projected revenues are roughly \$2.9M. The revenues are made up of the following:

- Ambulance runs are estimated at \$840K;
- Tax Levy BDAS savings of roughly \$361K;
- Tax Levy Assessment to outlying districts of roughly \$181K
- Sale of assets of \$1.5M;
- Other at roughly \$33K

Consideration should be given to a one-time sale of assets from above. That revenue is not anticipated in future years, near term. The impact is that the \$2.9M revenue in year 1 will be less in year two of roughly \$1.4M.

Expenditures

The total projected expenditures are roughly \$4.2M. The expenditures are made up of the following:

- Wages and benefits roughly \$1.9M;
- Other personnel costs of roughly \$103K;
- General operating of roughly \$128K;
- Repairs and maintenance of roughly \$35K;
- Special services of roughly \$17K
- Loss of Alma Waite rent of roughly \$44
- Small equipment purchases of roughly \$12K
- Capital Equipment of roughly \$1.9M

This Option favors a staff of 29 with 22 being new personnel. Please see the Organization Chart Option A. The new positions are as follows:

- 1 Assistant Chief EMS
- 3 Captains
- 18 Firefighter Medics

Consideration should be given to upfront capital equipment purchases of roughly \$1.8M. Since these expenditures are a one-time expenditure in year one, there is less impact in future years, near term. Expenditures are anticipated to be \$1.8M less, or \$2.4M in total. The one-time purchases are as follows:

- Ambulances \$1.5M
- COTS \$75K
- Monitors \$125K
- IV Pumps \$10K
- Take Home Vehicle \$50K

An annual equipment replacement has been factored in to the annual expenditures of \$177K

Option A will have a \$1.3M loss in year one. Year two will have a loss of \$1M.

City of Baraboo

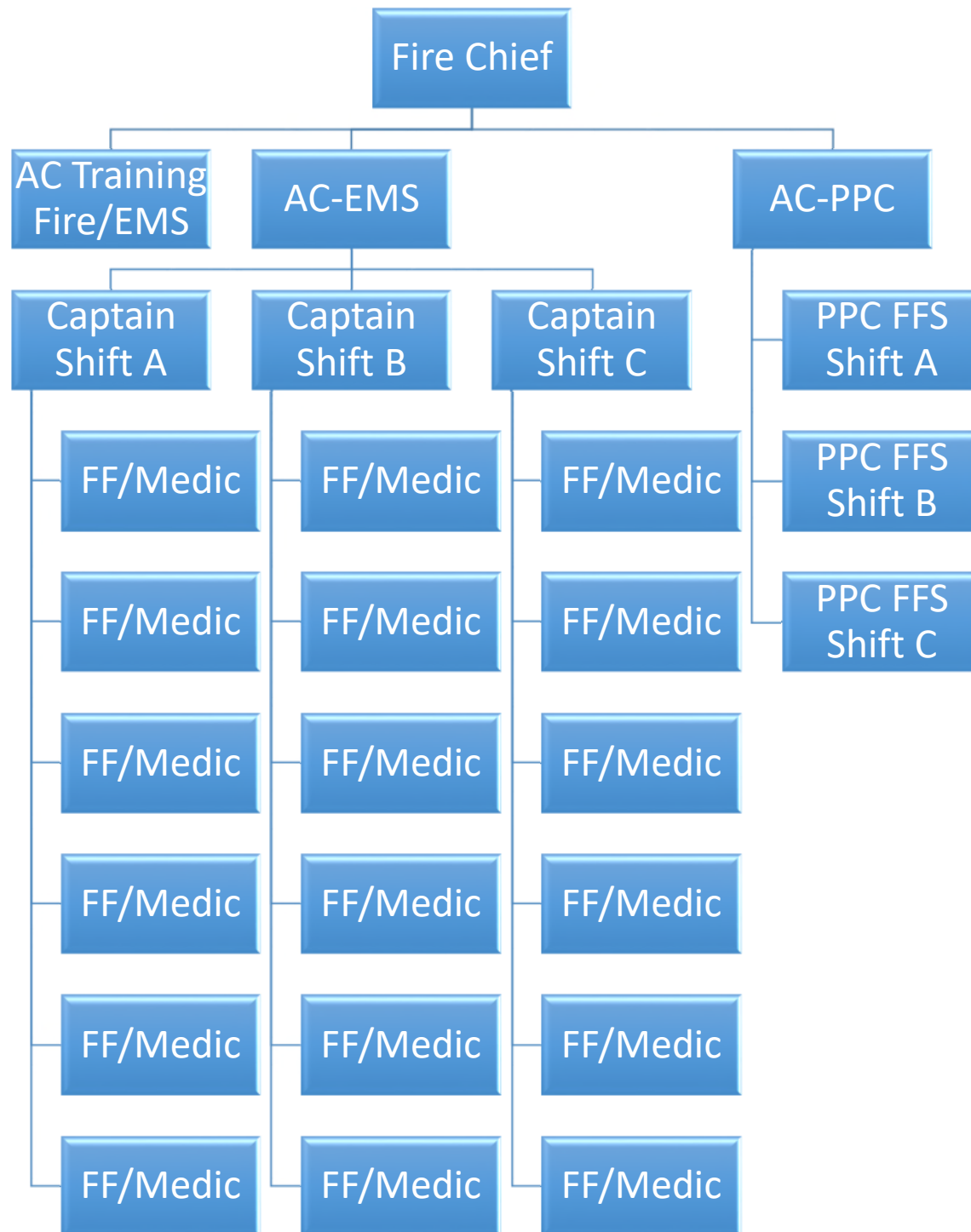
Consideration of EMS Venture_Revenues Option A

Revenue Source	Amount	Comments
Runs	840,000	Medicaid, Medicare, Private, Other based on 1,400 Runs at an average of \$600 per
Municipal shared services	-	Municipal Shared Services (only the change). Not sure EMS will have Municipal Shared Revenue, if not directly attached to Fire Department.
Grants	-	FEMA Grants for positions (Kevin)
Interest income	-	Little to no value at first.
Sale of assets	1,500,000	Liquidating Capital Assets at BDAS 2017 Audit - represents 67% of BDAS equity
Other	1,000	Contracted coverage & standbys (Fair & Community Events)
Tax Levy	360,690	Tax Levy BDAS savings Just City's portion.
Blood Draws	10,000	Blood Draws - County's charge @ \$75 per. The County pays us a portion of our \$7,500 through restitution.
Mileage	22,400	Mileage for Runs - 1,400 runs @ \$16 per
EMS Assessment to Districts	181,470	May be able to consider outlying Districts support
Total Revenues	2,915,560	
Total Expenditures	4,176,678	See Expenditure Page
Net Revenue over Expenditures	<u>(1,261,118)</u>	Unfavorable

City of Baraboo
Consideration of EMS Venture_Expenditures Option A

Expenditure Category	Amount	Comments
Wages & Benefits	1,718,048	See Wages & Benefits Tab
Overtime	103,313	See Wages & Benefits Tab
Overtime Additional	79,473	See Wages & Benefits Tab
Part-time	-	See Wages & Benefits Tab
Uniform Allowance	13,200	22 @ \$600 1st year, then 22 @ \$300 per year.
Telephone	6,020	5 cellphones at \$42 per month X 12 = \$2,520; plus cost of phone @ \$100 each \$500; Office phones 12 months @ \$250, or \$3K
Repair & Maint Service-Vehicle	30,000	Based on Reedsburg and DD EMS, the budget is \$30K with 5, so \$6K each. 5 @ \$6K, or \$30K Tires are included
Repair & Maint Serv-Equipment	5,000	Medical equipment/other testing and repair. This number is conservative.
Special Services	17,400	Includes DEA licensing \$200; Medical Director \$16,800; medical waste pickup \$400
Office Supplies	5,000	Toner, paper, other Misc.
Publications. Training. Dues	20,200	EMS Conferences (National, EMS world, and fees) \$5K, trade publications \$200, EMT-B class 12 @ \$1,200, or \$14,400, Refresher \$200 (training officer can negate this expense), Text books \$400
Travel	500	
Operating Supplies	50,000	Disposable supplies used for patient care
Information Technology	5,200	Includes IPADS (5) \$434 each
Software	5,995	EMS Manager Software for 40 users
Billing Service	25,200	Based on Lifequest quote to BDAS 3% of billings services
Uniforms	69,000	Turnout Gear \$3K X 22 = \$66K; Uniforms for PPC FF transition to EMT \$3K
Gas. Diesel. Oil. Grease	15,000	Estimated
Small Equipment Purchase	11,920	Pagers \$360 X 22 = \$7,920, Workstations \$1,000 X 4 = \$4,000, Radios,
Loss of Rent Alma Waite	43,709	2021 anticipated rent.
Insurance	15,500	Liability is covered under general and professional CVMIC; vehicle insurance 5 X 2,500, or \$12,500; \$3K for general liability
Capital Equipment	1,937,000	Includes 1st year capital equipment purchase of \$1,760,000
Total Expenditures	4,176,678	

City of Baraboo
Consideration of EMS Venture_Organization Chart Option A



Acronyms

AC	Assistant Chief
EMS	Emergency Medical Service
PPC	Paid Per Call
FFS	Firefighters
FF	Firefighter

Option B Summary

Revenue

The total projected revenues are roughly \$2.5M. The revenues are made up of the following:

- Ambulance runs are estimated at \$600K;
- Tax Levy BDAS savings of roughly \$361K;
- Sale of assets of \$1.5M;
- Other at roughly \$31K

Consideration should be given to a one-time sale of assets from above. That revenue is not anticipated in future years, near term. The impact is that the \$2.5M revenue in year 1 will be less in year two of roughly \$1M.

Expenditures

The total projected expenditures are roughly \$2.7M. The expenditures are made up of the following:

- Wages and benefits roughly \$1.2M;
- Other personnel costs of roughly \$82K;
- General operating of roughly \$106K;
- Repairs and maintenance of roughly \$22K;
- Special services of roughly \$15K
- Loss of Alma Waite rent of roughly \$44
- Small equipment purchases of roughly \$10K
- Capital Equipment of roughly \$1.2M

This Option favors a staff of 22 with 16 being new personnel. Please see the Organization Chart Option A. The new positions are as follows:

- 1 Assistant Chief EMS
- 3 Captains
- 12 Firefighter Medics

Consideration should be given to upfront capital equipment purchases of roughly \$1M. Since these expenditures are a one-time expenditure in year one, there is less impact in future years, near term. Expenditures are anticipated to be \$1M less, or \$1.7M in total. The one-time purchases are as follows:

- Ambulances \$900K
- COTS \$45K
- Monitors \$75K
- IV Pumps \$10K
- Take Home Vehicle \$50K

An annual equipment replacement has been factored in to the annual expenditures of \$112K

Option B will have a \$200K loss in year one. Year two will have a loss of \$650K.

City of Baraboo

Consideration of EMS Venture_Revenues Option B

Revenue Source	Amount	Comments
Runs	600,000	Medicaid, Medicare, Private, Other based on 1,000 Runs at an average of \$600 per
Municipal shared services	-	Municipal Shared Services (only the change). Not sure EMS will have Municipal Shared Revenue, if not directly attached to Fire Department.
Grants	-	FEMA Grants for positions (Kevin)
Interest income	-	Little to no value at first.
Sale of assets	1,500,000	Liquidating Capital Assets at BDAS 2017 Audit - represents 67% of BDAS equity
Other	1,000	Contracted coverage & standbys (Fair & Community Events)
Tax Levy	360,690	Tax Levy BDAS savings Just City's portion.
Blood Draws	7,500	Blood Draws - County's charge @ \$75 per. The County pays us a portion of our \$7,500 through restitution.
Mileage	22,400	Mileage for Runs - 1,400 runs @ \$16 per
EMS Assessment to Districts	-	May be able to consider outlying Districts support

Total Revenues 2,491,590

Total Expenditures 2,724,873

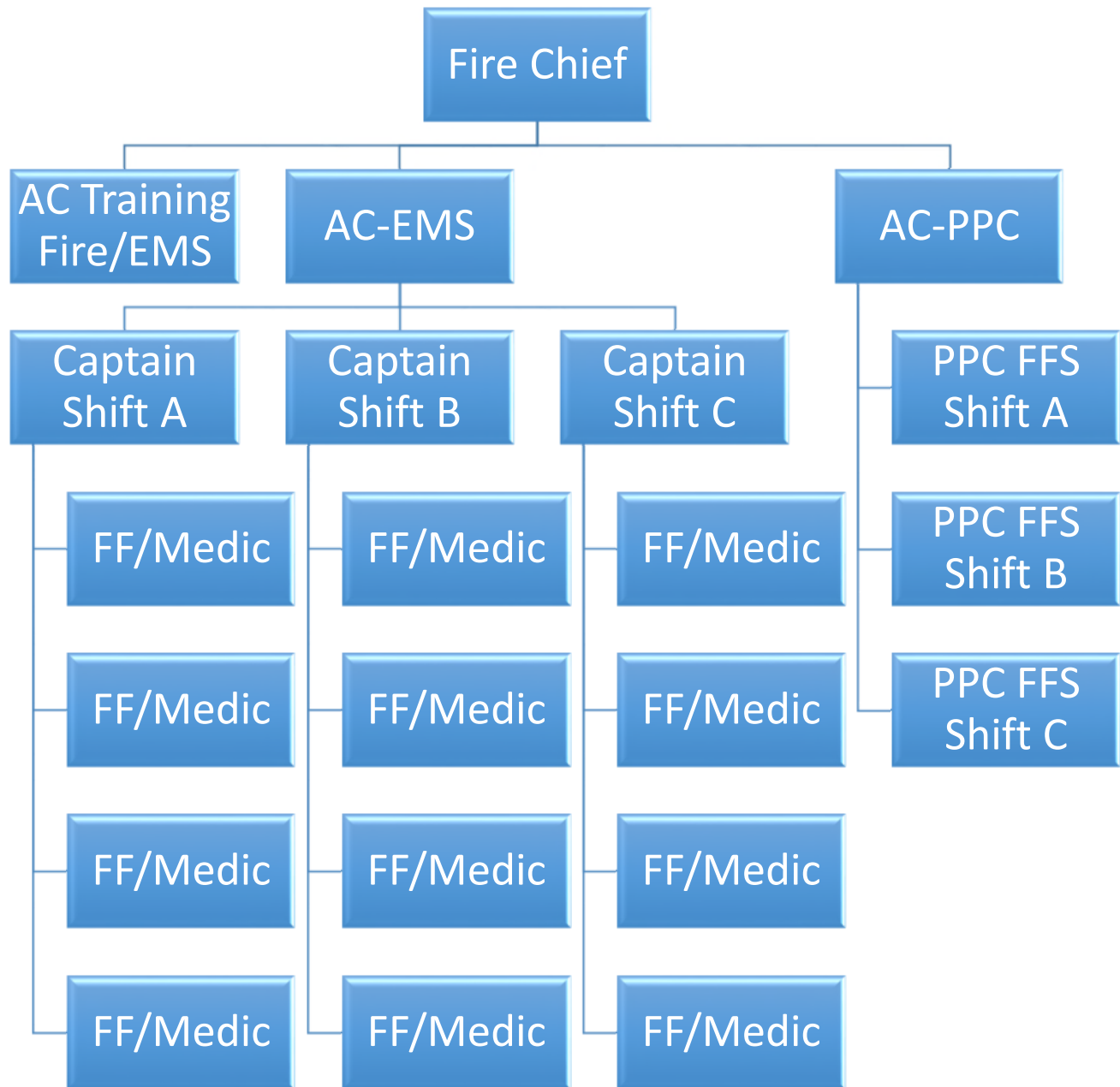
Net Revenue over Expenditures (233,283) [Unfavorable](#)

See Expenditure Page

City of Baraboo
Consideration of EMS Venture_Expenditures Option B

Expenditure Category	Amount	Comments
Wages & Benefits	1,121,828	See Wages & Benefits Tab
Overtime	74,283	See Wages & Benefits Tab
Overtime Additional	57,142	See Wages & Benefits Tab
Part-time	-	See Wages & Benefits Tab
Uniform Allowance	9,600	16 @ \$600 1st year, then 16 @ \$300 per year.
Telephone	3,020	5 cellphones at \$42 per month X 12 = \$2,520; plus cost of phone @ \$100 each \$500
Repair & Maint Service-Vehicle	18,000	Based on Reedsburg and DD EMS, the budget is \$30K with 5, so \$6K each. Option B will have 3 @ \$6K, or \$18K Tires are included
Repair & Maint Serv-Equipment	4,000	Medical equipment/other testing and repair. This number is conservative.
Special Services	15,400	Includes DEA licensing \$200; Medical Director \$16,800; medical waste pickup \$400
Office Supplies	5,000	Toner, paper, other Misc.
Publications. Training. Dues	21,200	EMS Conferences (National, EMS world, and fees) \$5K, trade publications \$200, EMT-B class 8 @ \$1,200, or \$9,600, Refresher \$200 (training officer can negate this expense), Text books \$400
Travel	500	
Operating Supplies	40,000	Disposable supplies used for patient care
Information Technology	1,736	IPADS (4) \$434 each
Software	5,995	EMS Manager Software for 40 users
Billing Service	25,200	Based on Lifequest quote to BDAS 3% of billings services 24% of collection
Uniforms	51,000	Turnout Gear \$3K X 16 = \$48K; Uniforms for PPC FF transition to EMT \$3K
Gas. Diesel. Oil. Grease	15,000	Estimated
Small Equipment Purchase	9,760	Pagers \$360 X 16 = \$5,760, Workstations \$1,000 X 4 = \$4,000, Radios,
Loss of Rent Alma Waite	43,709	2021 anticipated rent.
Insurance	10,500	Liability is covered under general and professional CVMIC; vehicle insurance 3 X 2,500, or \$7,500; \$3K for general liability
Capital Equipment	1,192,000	Includes 1st year capital equipment purchase of \$1,080,000
Total Expenditures	2,724,873	

City of Baraboo
Consideration of EMS Venture_Organization Chart Option B



Acronyms

AC	Assistant Chief
EMS	Emergency Medical Service
PPC	Paid Per Call
FFS	Firefighters
FF	Firefighter



Building Relationships Baraboo Fire Department and Baraboo District Ambulance Service

Overview

When the new Municipal Building/Police Station opened in April 2018, it left the Fire Department with the entire Old City Hall building nearly vacant. The fire department uses a fraction of the building for staff and operations.

Collaborative use of the Old City Hall building between Baraboo District Ambulance Service (BDAS) and Baraboo Fire Department never came to fruition through early discussions. It is the intent of this document to highlight the positives of building a collaborative relationship and offer cost savings by first taking steps in making an offer to BDAS to share the building until we move into the new Fire/EMS Station in approximately five years.

Relationship Building

The 2017 Fire Department Operations Study had several recommendations of collaboration between the fire department and BDAS, those include, but are not limited to: increased joint training, equipment sharing where possible, coordinated operating procedures where appropriate, regular interagency command staff meetings and shared space in the fire department building.

Since the completion of the above study, a plan has been developed, approved and professional consultants hired to develop a list of potential sites, confirm programming design and potential preliminary design of a new Fire/EMS Station. Preliminary completion of this project is estimated in 2025.

The following is a proposal to start accomplishing the above list of recommendations from the 2017 Fire Department Operations Study and sharing of facilities before a new building is built.

- ❖ Vacant office space in the fire department is offered to BDAS Command and support staff
- ❖ Successful approval of bond issuance for and successful completion of remodeling of fire station; sleeping area and apparatus space is offered to BDAS Operational staff.
- ❖ These two offers bring two essential emergency services under one roof.
- ❖ As part of this offer, the rent paid by BDAS for the Alma Waite building \$43,709 will only increase by the increased utility (heat, water and electric) costs of their occupied space.
- ❖ Potential revenue from the sale of the current BDAS Administration Office could be realized. This property would then become a taxable parcel.
- ❖ The telephone system that the City of Baraboo installed as part of the new City Hall/Police Department has capacity for BDAS. Although BDAS would be responsible for this cost, it would be a savings compared to installing a separate standalone system.
- ❖ Other information technology services/infrastructure is available within the Fire Department for use by BDAS with cost sharing opportunities.
- ❖ The opportunity for two separate agencies to rebuild a relationship by working together that provides many avenues for the future.
- ❖ BDAS would remain a completely separate entity. As an extension of the informal notice given to BDAS from the City on January 15, 2020, as well as the other administrative and operational changes BDAS has completed since the Baker Tilly audit these offers allow the City to best utilize current resources while also assisting BDAS.



Building Relationships
Baraboo Fire Department and Baraboo District Ambulance Service

Conclusion

While the plans come together for a new Fire/EMS Station, the collaboration between Baraboo Fire Department and Baraboo District Ambulance Service can begin immediately upon agreement from the BDAS commission. As the COVID crisis has seriously affected BDAS's budget with the reduction of paying patients resulting in reduced revenue, the City feels that an offer of collaboration would help BDAS keep their expenses down, thus keeping their "cost per citizen" to the lowest possible amount going into the 2021 budget discussions and carrying further into future budget years.

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
MAY

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	1	1	\$960,000.00	\$960,000.00	\$2,806.06	\$2,806.06	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Addition	0	1	\$0.00	\$68,000.00	\$0.00	\$566.20	1	3	\$4,000.00	\$42,824,000.00	\$235.00	\$35,177.46
Commercial, Alterations	3	15	\$60,000.00	\$745,302.00	\$645.00	\$4,975.24	1	12	\$15,000.00	\$542,500.00	\$235.00	\$5,668.64
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	1	1	\$521,000.00	\$521,000.00	\$1,323.66	\$1,323.66	0	1	\$0.00	\$299,000.00	\$0.00	\$964.02
Residential, New Duplex	1	1	\$250,000.00	\$250,000.00	\$1,096.30	\$1,096.30	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	1	1	\$29,750.00	\$29,750.00	\$100.00	\$100.00	1	2	\$10,000.00	\$40,000.00	\$100.00	\$200.00
Residential Remodel	3	20	\$11,945.00	\$189,508.00	\$225.00	\$1,676.66	6	24	\$151,498.00	\$526,803.00	\$882.49	\$2,668.59
Residential, Razing	1	1	\$0.00	\$0.00	\$30.00	\$30.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	1	1	\$0.00	\$0.00	\$30.00	\$30.00	1	1	\$0.00	\$0.00	\$60.00	\$150.00
Roofing/Siding/Windows	33	79	\$272,350.00	\$1,106,892.00	\$1,630.00	\$6,202.00	14	29	\$95,250.00	\$221,650.00	\$651.00	\$1,455.00
Garage/Sheds/Deck/Fence	9	19	\$31,950.00	\$86,550.00	\$555.00	\$1,275.00	22	48	\$102,426.00	\$203,150.00	\$1,320.00	\$3,060.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	1	3	\$4,600.00	\$10,546.00	\$60.00	\$180.00
Electrical Only	6	20	\$9,823.00	\$47,244.00	\$480.00	\$148.00	4	22	\$4,395.00	\$113,321.00	\$280.00	\$1,755.00
HVAC Only	1	1	\$5,700.00	\$5,700.00	\$60.00	\$60.00	0	1	\$0.00	\$4,969.00	\$0.00	\$160.00
Sign Permits	2	9	\$2,000.00	\$13,500.00	\$120.00	\$690.00	1	5	\$400.00	\$9,400.00	\$60.00	\$270.00
Misc. Permits	1	1	\$20,000.00	\$20,000.00	\$60.00	\$60.00	1	2	\$1,200.00	\$1,800.00	\$60.00	\$120.00
TOTALS	64	171	\$2,174,518.00	\$4,043,446.00	\$9,161.02	\$21,039.12	53	153	\$388,769.00	\$44,797,139.00	\$3,943.49	\$51,828.71

City of Baraboo
 Airport Fund 630
 Balance Sheets
 May 31, 2020 and December 31, 2019

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Assets:	May 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 83,841.74	\$ 343.67
Accounts Receivable	4,512.19	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
Total Current Assets	<u>88,353.93</u>	<u>9,523.36</u>
Total Assets	<u><u>\$ 88,353.93</u></u>	<u><u>\$ 9,523.36</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ 5,379.28	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
Total Liabilities	<u>5,379.28</u>	<u>2,328.88</u>
Fund Equity:		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	<u>75,780.17</u>	<u>(26,490.55)</u>
Total Fund Equity	<u>82,974.65</u>	<u>7,194.48</u>
Total Liabilities and Fund Equity	<u><u>\$ 88,353.93</u></u>	<u><u>\$ 9,523.36</u></u>

City of Baraboo
Airport Fund 630
Income Statement with Comparison to Budget
For The Five Months Ending May 31, 2020

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
	\$	\$	\$	
Federal Transportation Grant	-	-	-	-
Local Transportation Aid	-	-	-	-
Gas Sales	202.09	2,063.53	7,000.00	29.48
Landing Fee	194.37	1,360.59	4,000.00	34.01
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	56.37	140.00	40.26
Rents and Leases	1,257.34	7,944.04	18,000.00	44.13
Ag Land Rental	4,750.00	4,750.00	13,200.00	35.98
Hangar Lot Lease	-	26,212.83	27,000.00	97.08
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	82.70	82.70	500.00	16.54
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 6,486.50	\$ 126,364.06	\$ 153,734.00	82.20

Expenditures:

Airport

Wages	\$ 637.23	\$ 1,919.36	\$ 9,572.00	20.05
Social Security	46.05	217.28	713.00	30.47
Retirement	51.96	240.33	780.00	30.81
Health Insurance	157.20	523.65	1,624.00	32.24
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	3,500.00	17,500.00	42,000.00	41.67
Publishing	-	-	40.00	-
Professional Services	1,082.00	2,110.78	15,000.00	14.07
Telephone	60.42	242.46	700.00	34.64
Electricity	-	6,013.02	6,000.00	100.22
Heat	-	1,199.79	1,200.00	99.98
Repair & Maint Serv-Equipment	-	153.21	9,865.00	1.55
Fuel Station Maintenance	-	499.00	1,000.00	49.90
Repair & Maint Serv-Buildings	-	1,309.76	1,250.00	104.78
Special Services	-	-	2,200.00	-
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	1,230.00	2,634.69	2,635.00	99.99
Snow Removal & Mowing	-	-	-	-

Airport Fund 630

Income Statement with Comparison to Budget (Continued)

For The Five Months Ending May 31, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<i>Airport (Continued)</i>				
Lighting Repairs	-	-	400.00	-
Runway & Taxi Repairs	-	-	6,405.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	63.32	50.00	126.64
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	31.19	1,693.28	4,500.00	37.63
Repair & Maint Materials	46.37	211.72	2,000.00	10.59
Repair & Maint - Buildings	42.99	42.99	2,000.00	2.15
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	6,807.35	8,200.00	83.02
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	2,445.00	12,500.00	19.56
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	(73.00)	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<i>Total Airport</i>	\$ 6,885.41	\$ 50,583.89	\$ 153,734.00	32.90
<i>Principal on Notes</i>				
Principal	\$ -	\$ -	\$ -	-
<i>Total Principal on Notes</i>	\$ -	\$ -	\$ -	-
<i>Interest on Notes</i>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<i>Total Interest on Notes</i>	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 6,885.41	\$ 50,583.89	\$ 153,734.00	32.90
Net Revenues/(Expenditures)	\$ (398.91)	\$ 75,780.17	\$ -	

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Balance Sheets
 May 31, 2020 and December 31, 2019

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Assets:	<u>May 31, 2020</u>	<u>December 31, 2019</u>
<i>Current Assets:</i>		
Cash	\$ 115,107.11	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<i>Total Current Assets</i>	<u>116,205.46</u>	<u>133,267.54</u>
Total Assets	<u><u>\$ 116,205.46</u></u>	<u><u>\$ 133,267.54</u></u>
 Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<i>Total Liabilities</i>	<u>-</u>	<u>17,143.27</u>
 <i>Fund Equity:</i>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	81.19	(8,644.15)
<i>Total Fund Equity</i>	<u>116,205.46</u>	<u>116,124.27</u>
Total Liabilities and Fund Equity	<u><u>\$ 116,205.46</u></u>	<u><u>\$ 133,267.54</u></u>

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Income Statement with Comparison to Budget
 For The Five Months Ending May 31, 2020

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	81.19	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Total Revenues	\$ -	\$ 81.19	\$ 158,333.00	0.05
Expenditures:				
Interest on Notes				
Interest	-	-	-	-
Total Interest on Notes	\$ -	\$ -	\$ -	-
Capital Losses				
Other Supplies & Expense	-	-	-	-
Total Capital Losses	\$ -	\$ -	\$ -	-
Airport				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
Total Airport	\$ -	\$ -	\$ 166,667.00	-
Total Expenditures	\$ -	\$ -	\$ 166,667.00	-
Net Revenues/(Expenditures)	\$ -	\$ 81.19	\$ (8,334.00)	

Finance/Personnel Committee–Dennis Thurow Committee Rm #205 May 26, 2020**Members Present:** Petty, Sloan, Kent**Absent:****Others Present:** Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, M. Hardy, T. Pinion, C. Haggard, P. Cannon

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of May 12, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$373,159.36**. Motion carried unanimously.
- b) **Pierce Park Usage** – M. Hardy explained that Sauk Prairie High School had a referendum that recently passed and included the renovation of their athletic field. Because of this, they will not have access to their softball fields next spring. They are asking if we would be willing to let them use 2 fields at Pierce Park for their home games, both JV and Varsity next spring for a total of 9 nights. The Parks & Recreation Commission is in favor of this with the following stipulations: all of our costs will be covered and that the Sauk Prairie High School staff be responsible for the field labor, any needed supplies, and opening and shutting down the field. The City will provide access to the restrooms. They have agreed to pay the City \$200 for use of the field in 2021. Ald. Petty questioned any liability the City may have for the participating athletes. M. Hardy stated that this would be similar to any park rental. Atty. Truman noted that our agreement covers this and we are protected by recreational immunity per State Statutes; this provides us with quite a bit of liability protection. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- c) **Draper Street Reconstruction** – T. Pinion informed the Committee that we received a \$425,000 grant that was awarded as part of the state's Local Road Improvement Program. We applied for Draper Street under the discretionary program and competed statewide with other municipalities. Of the 20 projects that were funded this year, ours was the second largest. The \$425,000 is 50% of the total estimated project cost of \$850,000. Because of the construction schedule for the Middle School, we were originally looking at doing this work next year in state fiscal year 2021. Given the fact that the contractors are able to start early, T. Pinion was successful in persuading the DOT to move the funding up a year. The funds will be available July 1, 2020. Moved by Sloan, seconded by Petty to recommend to Council for approval. Motion carried unanimously.
- d) **Fee Schedule Amendment** – Chief Schauf explained that the body cameras worn by officers create a large file that requires a great deal of storage. Because of the increased size of the videos, his department needs the option of sending these out by USB Drive for records requests made by the public. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- e) **TID 10 Creation** – P. Cannon explained that the intent is to do an overlay over TID 8. The main reason to do this is so we can get a longer lifetime. They may also look at expanding that TID a little bit. The contract with Ehler's would allow them to do some financial analysis to ensure the feasibility of the TID District. Ald. Sloan questioned the driving force behind the creation of the TID. P. Cannon explained that the developer would like to do a Pay-Go aspect of the TID District. To be able to do that, we looked at it based upon the value of the property. We figured at 10 year it would cover what they were asking for based upon the value and still give us a little funding for doing some improvements within the TID District. P. Cannon confirms that this includes the project on Lynn. T. Pinion informed the Committee that TID 8 was created in 2006, by the time this project is built and full value goes on the tax roll we will only have about 8 years to work with

in terms of the remaining life of the TID. In order to provide the incentive necessary to incent this development, 8 years really is not enough. The creation of TID 10 starts with a new 27-year timetable and allows ample time to take advantage of not only the incentive to recover all of our costs but also hopefully incent some additional development within that district. The collection period of the TID is 27 years. P. Canon explains that the preliminary projections indicate that the value of this proposed development would be sufficient to cover the 10 year Pay-Go. We would then have the ability then to have the revenue coming in to that TID District and we are also going to set it up to be a donor district which will allow it to help out other TID districts if needed. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:34pm.
Brenda Zeman, City Clerk

BARABOO BUSINESS IMPROVEMENT DISTRICT (BID) Promotions/Personnel Committee Meeting

Feb 21, 2020 Members Present: T. Wickus, , S. Bruner, B. Stelling S. Fay

Member Absent:

Call to Order: Chairman Wickus presided over the meeting, called it to order at 8:37 A.M., and noted compliance with the Open Meeting Law.

Minutes: Moved by, Stelling seconded by Bruner, and unanimously carried to approve the minutes of the September 17, 2019 meeting.

Agenda: Moved by Stelling seconded by Bruner, and unanimously carried to approve the agenda as published.

Old Business: None

New Business: Moved by, Fay seconded by Stelling to approve the following marketing items

Design & Place ads in the Devils Lake Guide and Map publications for 2020

Replace Banner on Broadway with a newly designed banner

Design and place ad in the City Newscape publication Spring and Summer edition.

Adjournment: Moved by Stelling, seconded by Bruner and unanimously carried to adjourn at 9:25 A.M.
Respectfully submitted, Todd Wickus Promotions Chairperson

Minutes of Plan Commission Meeting May 19, 2020

Call to Order – Mayor Palm called the meeting of the Commission to order at 5:17 PM.

Roll Call – Present were Phil Wedekind, Roy Franzen, Jim O'Neill, Kolb, Marshall, Geick, and Palm.

Also in attendance were Engineer Tom Pinion, Gregg Borucki, Misty Muter, Chris Sommerfield, Joe Colossa, Jon Bare, Greg Held, Jerry Maj, and Jake & Brian Buswell.

Call to Order

- a. Note compliance with the Open Meeting Law. Mayor Palm noted compliance with the Open Meeting Law.
- b. Agenda Approval: It was moved by Wedekind, seconded by Kolb to approve the agenda as posted. Motion carried unanimously.
- c. Minutes Approval: It was moved by O'Neill, seconded by Kolb to approve the minutes of the March 17, 2020 meeting. Motion carried unanimously.

Public Invited to Speak (*Any citizen has the right to speak on any item of business that is on the agenda for Commission action if recognized by the presiding officer.*) – There were no speakers.

New Business

- a. Consideration of a Request by Three Amigos Property Management, LLC to review a combined GDP/SIP in accordance with Steps 3 & 4 of the Planned Development process to construct a 66-unit multi-family residential complex, located at 325 Lynn Street, in a B-1 Central Business zoning district – Pinion presented background for this request. He said the Three Amigos previously entered into Pre-Development Agreement that was approved by the Council on October 8, 2019 and are continuing with the process of purchasing this property from the City. He said Three Amigos are planning to build a multi-family residential complex, and are diligently working on their site plan and building plans. He said that this property was previously rezoned with a PUD Overlay in June 2018 for a previous developer; however, became null and void since it was not utilized within 12 months. Jake and Brian Buswell said that they are working on the color renditions now. They said that the building is L-shaped, 65-67 units, multiple parking levels, as well as underground, and another underground parking that will be stacked because of how steep the site is. Jake Buswell then gave an overview of what is being proposed as far as the mixture of units. Jake then presented the Commission with the materials being proposed. Greg Held, Knothe Bruce Architects addressed the Commission and stated that he could provide physical samples of materials at the next meeting. O'Neill asked if the same colors will be used, Boswell answered that color has not been decided at this time. Wedekind asked project cost. Boswell said their preliminary cost is between 7-8.5 million. Pinion said that it was up to the Commission whether they would like to action on the GDP and SIP together, or separately. Kolb moved to approve the GDP, and conditionally approve the SIP pending color renderings, exemplars of the exterior materials, final site plan, stormwater management plan, site lighting plan, and a landscaping plan. Wedekind seconded the motion. On roll call vote for the motion, Ayes – O'Neill, Kolb, Marshall, Geick, Palm, Wedekind, and Franzen. Nay – 0, motion carried 7-0.
- b. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for MAJ 3, LLC to allow a multi-family residential development in a B-3 Highway Oriented Business zoning district on the 5.3-acre parcel on the north side of South Blvd. in the SE1/4 of the NE1/4 of Section 3, T11N, R6E, located at 1420 South Blvd. and formerly occupied by the Honey Boy Mobile Home Park, by Jerry Maj – Pinion presented the background to the Commission. He said the underlying zoning is B-3 and does not allow, either as a permitted use, or as conditional use a Multi-family residential project. He said that the developer is looking for feedback for the Commission whether this is an appropriate land use in this location. Maj was asked if consideration was given to a mixed use of commercial and residential. Maj stated that at this point this has not been considered; however, he would be willing to leave the door open. Kolb said that he likes the idea of mixed used, but given the need for more residential units within the City he could live with either one. He said the only problem he would have is entrance and egress on South Blvd. Pinion said the property has frontage on Commerce. Pinion said that he has the same concern, he would like to see single access off Highway W, perhaps even restrict it to right out, right in only, and the secondary access off of Commerce Avenue in some fashion. Maj felt that this is doable. Palm express the same concern. Geick and O'Neill also agreed. Palm summarized that the Commission would like the developer to at least look into the idea of a mixed use, and also giving strong consideration to the traffic flow off and on of Highway W, and utilizing Commerce Avenue as an entrance to the development.

- c. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for collaborative Properties, LLC to allow a two-tenant professional office building in a B-3 Highway Oriented Business zoning district on the 0.25-acre vacant parcel on the south side of 8th Street, located at 908 8th Street by Misty Muter and Chris Sommerfield – Pinion presented background to the Commission. He said this property is directly across from BP Fresh Market Express property. He said the reason for the PUD is that in a B-3 zoning district there is a 25-foot setback on the rear yard if the rear yard adjoins a residentially zoned property. He said there is a residentially zoned property immediately south of this with a 7th Street frontage, but rather than provide that large backyard for their proposal and force the parking much closer to the sidewalk they would like that reduced to what they are showing as 10-feet from the rear property line. Franzen questioned if neighbors have been contacted regarding the setback request. He said that the process at this point is strictly a concept meeting with the Plan Commission so there has been no formal notification by the City, and he does not know whether the developers have done so. He said they obviously spoke to their neighbor to the west. He said the Public Safety Committee previously authorized a temporary shared lateral agreement with them since this vacant lot does not have laterals stubbed in for sewer or water. Kolb said he would like to see a shared driveway with American Family to limit the number of driveways on 8th Street. He said that he likes the look HIP roof and would like to see a color rendering of a conventional roof. Misty Muter said that it would be difficult to share a driveway with American Family due to the customers parking on the west side of their building and employees in the back. She also likes the hipped roof, but it is expensive. It was the consensus of the Commission that the concept is good and recommend proceeding as long as the Commission sees a rendering of a gabled roof at a future meeting.

- d. Review a Conceptual Development Plan in accordance with Step 2 of the Planned Development process for the Al Ringling Brewing Company, Inc. to allow an outdoor beer garden with a decorative fence in a B-1 Central Business zoning district for the property located at 623 Broadway, on the southwest corner of 5th Avenue and Broadway, Joe Colossa, Donald Horowitz, Jon Bare, and Griffin James – Pinion said under the City's liquor license provisions, anyone in the Central Business District they are allowed outdoor beer gardens, but there is a corresponding restriction that they have to be enclosed with a solid 6-foot fence. He said because of the property's historic nature the owners would like to provide something that would complement the building, something along the lines of a wrought iron style fence with a 4 or 6-inch vertical uprights between. He said the fence would be in the area where the carriage turn-around is and would not extend past the building toward Broadway. O'Neill would like to see some type of visual aid of the fence. Pinion said that they did provide a picture; the fence is black, 3.5-feet in height. Kolb said he likes the style and the location, somewhat concerned regarding the height, and would like it taller. Marshall asked the owners if they are requesting a shorter fence to avoid obscuring the property. Owners answered that the property was on the National Historic Registry and does not want the fence to distract from the historic nature. Chief Schauf said that he does not have a problem with the wrought iron fence, or the height of the fence. He said that he feels the intent of the code was to prevent the passing of alcohol to underage persons. He said that he does not anticipate that to be a problem at this particular establishment. However, the challenge that he has as Chief of Police is consistent application across any business in B-1 that wants to go through this type of process. He said that he thinks the City has some special circumstances because of the historical reference to the National Registry that gives the City some latitude. He said in speaking with Pinion and Attorney Truman, they feel that this is best way to provide for the beauty of, not only the business, but also downtown while still preserving and not having to worry about other businesses applying for and getting variances that could cause safety issues.

- e. Review and approve a two-lot Certified Survey Map for Steven & Sandra Cohoon for land in the City's extraterritorial Plat Approval Jurisdiction, located on the west side of Hager and Mine Roads, south of Waldo Street, being part of the NE1/4 of the NW1/4 of section 11, T11N, R6E, Town of Baraboo, Sauk County, Wisconsin – Pinion said just a point of order, the agenda clearly states that the petitioners must be present or the subject will not be heard by the Commission. He said there is no one on the call, or in Council Chambers. He said for reference sake he did speak with the applicants yesterday, they did try to consult with the City Attorney, but she was not available. He said that he asked them about it, and explained for the third or fourth time why this was not consistent with the City's Extra Territorial Zoning Ordinance; therefore, he feels that is an indication why they chose not to attend this evening. Kolb moved, O'Neill seconded to postpone this matter. On roll vote for the motion, Ayes – Kolb, Marshall, Geick, Palm, Wedekind, Franzen, and O'Neill. Nays – 0, motion carried 7-0.

Mayor Palm formally welcomed Ed Geick to the Plan Commission. He said that another move made this year was the retirement of Alderman Dennis Thurow that opened up an Aldermanic seat and he would then chair the Commission.

Adjournment - It was moved by Kolb, seconded by Wedekind to adjourn at 6:03 p.m. The motion carried unanimously.

Mike Palm, Mayor

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow
Absent: None
Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: Mary Klingenmeyer @ 1720 Hillcrest Drive

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Thurow to approve the minutes of May 12, 2020, seconded by Kierzek and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

Consider Request for Excessive Household Animals – Kennie Downing @ 440 16th Street.

Aldersperson Ellington requested clarification about the Ordinance referring to five animals. City Attorney Truman offered that what the Code is stating is that any one household can have an exception up to five animals. That could be three dogs and two cats, or three cats and two dogs. Without the exception, a household can only have two dogs and two cats.

Motion to recommend to approve and move on to Council the Request for Excessive Household Animals for Kennie Downing @ 440 16th Street by Thurow, seconded by Kierzek and unanimously carried.

Review and recommendation to the Council – Application for Keeping Chickens for Joshua Luth @ 908 Ott Lane.

Aldersperson Ellington requested clarification on the number of chickens allowed. City Attorney Truman responded that the City Code allows a maximum of six.

Motion to recommend to approve the application for keeping chickens for Joshua Luth @ 908 Ott Lane by Thurow, seconded by Kierzek and unanimously carried.

Member comments

- Public comment from Mary Klingenmeyer @ 1720 Hillcrest Drive. She was appreciative of the letters going out to neighbors about the excessive household animals and requested the letters be more specific as to the number of pets.
- The next meeting will be Monday, July 6, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Thurow and unanimously carried. Meeting adjourned at 8:10AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES

Baraboo City Hall, Dennis Thurow Conference Room

Baraboo, Wisconsin

Thursday, March 19, 2020

Members present: Phil Wedekind, Tom Kolb, Bryant Hazard, Cheryl Geise, Dave Bretl, Kennie Downing

Members Absent:

Others Present: Ed Janairo, and Jesse Arias

Chair Wedekind called the meeting to order at 8:00 a.m. and Compliance with the Open Meeting Law was verified.

MOTION (Hazard/Kolb) adopt the agenda. Motion carried unanimously.

Public Comment: None.

Communications: None.

Approval to pay bills in the amount of \$4,807.58:

MOTION (Kolb/Hazard) to approve bills and invoices in the amount of \$4,807.58. Motion carried unanimously.

Due to COVID-19, there will be no other business conducted at this meeting.

MOTION (Hazard/Kolb) to adjourn until Thursday, April 16, 2020 at 8:00 a.m. Motion carried.

Respectfully Submitted,

Dave Bretl

Interim Administrative Coordinator